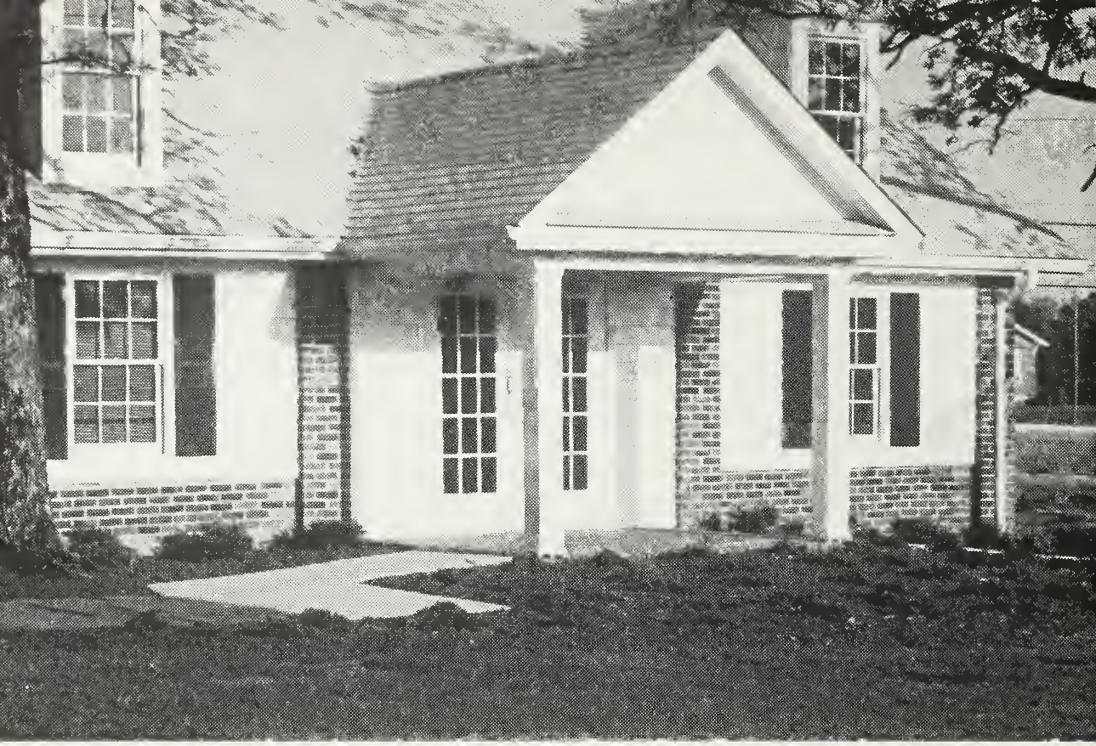




**ANSON TECHNICAL COLLEGE**  
**1986-88 CATALOG**







# ***Anson Technical College***

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WILLIAM A. SMITH CAMPUS  
P. O. Box 68  
Ansonville, North Carolina 28007  
704/826-8333

LEONIDAS L. POLK CAMPUS  
Polkton, North Carolina 28135  
704/272-7635



## **GENERAL CATALOG — STUDENT HANDBOOK 1986-1988**

*Anson Technical College is fully accredited by the Commission on Colleges of the Southern Association of Colleges and Schools.*

Volume 10

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An Equal Opportunity College

**1986**

## ACADEMIC CALENDAR

### FALL 1986

September 3	Wednesday	Registration Day 9 a.m.-9 p.m.
September 4	Thursday	Classes begin — Late registration begins
September 10	Wednesday	Late registration ends
October 14	Tuesday	Mid-Term
November 12	Wednesday	Pre-registration begins
November 19	Wednesday	Fall Quarter ends

### WINTER 1986-87

November 24	Monday	Registration Day 9 a.m.-9 p.m.
November 25	Tuesday	Classes begin — Late registration begins
November 26	Wednesday	Thanksgiving vacation begins after last class
December 1	Monday	Classes resume
December 3	Wednesday	Late registration ends
December 19	Friday	Christmas Vacation begins after last class
January 5	Monday	Classes resume
January 20	Tuesday	Mid-Term
February 18	Wednesday	Pre-registration begins
February 25	Wednesday	Winter Quarter ends

### SPRING 1987

March 3	Tuesday	Registration Day 9 a.m.-9 p.m.
March 4	Wednesday	Classes begin — Late registration begins
March 10	Tuesday	Late registration ends
April 13	Monday	Mid-term
April 16	Thursday	Easter vacation begins after last class
April 20	Monday	Easter Holiday
April 21	Tuesday	Classes resume
May 14	Thursday	Pre-registration begins
May 21	Thursday	Spring Quarter ends

### SUMMER 1987

June 1	Monday	Registration Day 9 a.m.-9 p.m.
June 2	Tuesday	Classes begin — Late registration begins
June 8	Monday	Late registration ends
June 26	Friday	Summer Vacation begins after last class
July 6	Monday	Classes resume
July 17	Friday	Mid-Term
August 17	Monday	Pre-registration begins
August 24	Monday	Summer Quarter ends at 5 p.m.
August 24	Monday	Graduation



## ACADEMIC CALENDAR

### FALL 1987

September 8	Tuesday	Registration Day 9 a.m.-9 p.m.
September 9	Wednesday	Classes begin — Late registration begins
September 15	Tuesday	Late registration ends
October 19	Monday	Mid-Term
November 17	Tuesday	Pre-registration begins
November 24	Tuesday	Fall Quarter ends

### WINTER 1987-88

December 2	Wednesday	Registration Day 9 a.m.-9 p.m.
December 3	Thursday	Classes begin — Late registration begins
December 18	Friday	Christmas vacation begins after last class
January 4	Monday	Classes resume
January 26	Tuesday	Mid-Term
February 24	Wednesday	Pre-registration begins
March 2	Wednesday	Winter Quarter ends

### SPRING 1988

March 8	Tuesday	Registration Day 9 a.m.-9 p.m.
March 9	Wednesday	Classes begin — Late registration begins
March 15	Tuesday	Late registration ends
March 31	Thursday	Easter vacation begins after last class
April 4	Monday	Easter Holiday
April 5	Tuesday	Classes resume
April 20	Wednesday	Mid-Term
May 19	Thursday	Pre-registration begins
May 26	Thursday	Spring Quarter ends

### SUMMER 1988

June 7	Tuesday	Registration Day 9 a.m.-9 p.m.
June 8	Wednesday	Classes begin — Late registration begins
June 14	Tuesday	Late registration ends
July 1	Friday	Summer vacation begins after last class
July 11	Monday	Classes resume
July 25	Monday	Mid-Term
August 23	Tuesday	Pre-registration begins
August 30	Tuesday	Summer Quarter ends at 5 p.m.
August 30	Tuesday	Graduation



## **MESSAGE FROM THE PRESIDENT**

Exciting things are happening as we move toward accomplishing our goals for Anson Technical College in the decade of the 80's. These goals encompass new programs, expanded facilities, and highly trained personnel. All these resources allow us to better serve both our students and the community.

Recently added new programs include electronic data processing (computer science) and cosmetology. Those planned for the near future include auto body repair, electronic engineering technology, plus a greatly enhanced general education program. At the same time, we are greatly increasing our efforts in adult basic education, continuing education, plus services to business/industry and community.

Expanded facilities either existing or planned for within the year include a more comprehensive community services center in downtown Wadesboro, a new voc/tech building at Polkton, and a new auto body shop at Ansonville.

We admonish each staff member, each faculty member, each student, and each citizen to work with us in building a greater Anson County.

Edwin R. Chopmon, President



## **ANSON TECHNICAL COLLEGE**

Anson Technical College publishes this catalog for the purpose of providing students and other interested persons with information about the College and its programs. The provisions of the catalog are not to be regarded as an irrevocable contract between students and Anson Technical College. The College reserves the right to change any provisions, requirements, or schedules at any time or to add or withdraw courses or program offerings. Every effort will be made to minimize the inconvenience such changes might create for students.

Anson Technical College is an equal opportunity educational institution and employer. The College does not practice or condone discrimination, in any form, against students, employees, or applicants on the grounds of race, color, national origin, religion, sex, age, or handicap, consistent with the Assurance of Compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246, Title IX of the Education Amendments of 1973, and the Rehabilitation Act of 1973.

## VISITORS

Visitors, and in particular prospective students, are always welcome at Anson Technical College. The Dean of Students will provide guide service for groups or individuals during day or evening hours when the college is open. Questions about the college and its programs will be answered by a member of the Student Services office.



*Phyllis Dean*  
*Miss Anson Tech 1985-86*



## **ANSON TECHNICAL COLLEGE**

### **THE MEMBERSHIPS AND APPROVALS:**

*Anson Technical College is a member  
of*

American Association of Junior Colleges  
American Technical Education Association  
North Carolina Department of Community Colleges  
Student Services Personnel Association  
The Association of Occupational Curriculum  
Directors and Supervisors  
National Association of College and University Business Officers  
Association of Community Colleges Business Officials

*Anson Technical College is recognized and approved  
by*

North Carolina State Board of Community Colleges  
North Carolina Department of Community Colleges  
North Carolina Department of Public Instruction  
Division of Vocational Rehabilitation  
North Carolina State Board of Nursing

*Anson Technical College is accredited  
by*

The Southern Association of Schools and Colleges

# TABLE OF CONTENTS

ACADEMIC CALENDAR .....	2
TRUSTEES, ADMINISTRATION, FACULTY AND STAFF .....	9
Board of Trustees .....	9
Administrative Trustees — General William A. Smith Trust .....	9
Administration, Faculty and Staff .....	10
Adjunct Faculty .....	13
GENERAL INFORMATION .....	15
History .....	16
Objectives .....	16
Purpose .....	17
ADMISSIONS POLICIES .....	18
TUITION AND FEES .....	21
FINANCIAL AID .....	24
ACADEMIC POLICIES .....	30
STUDENT SERVICES/STUDENT LIFE .....	36
LEARNING RESOURCES CENTER .....	50
EDUCATIONAL PROGRAMS/ASSOCIATE DEGREE .....	52
Accounting .....	54
Air Conditioning, Heating & Refrigeration Technology .....	56
Business Administration .....	58
Business Computer Programming .....	60
Commercial Art & Advertising Design .....	62
General Education .....	64
General Office .....	66
Industrial Maintenance Technology .....	68
Marketing & Retailing .....	70
Mechanical Drafting and Design Technology .....	72
Photography Technology .....	74
Secretarial — Executive .....	76
Secretarial — Legal .....	78
Secretarial — Medical .....	80
Social Service Associate .....	82
Teacher Associate .....	84
EDUCATIONAL PROGRAMS/DIPLOMA .....	86
Air Conditioning, Heating & Refrigeration .....	88
Auto Body Repair .....	90
Automotive Mechanics .....	92
Carpentry & Cabinetmaking .....	94
Cosmetology .....	96
Electrical Installation & Maintenance .....	98
Foodservice Specialist .....	100
Machinist .....	102
Masonry .....	104
Nursing Assistant .....	106
Practical Nursing .....	108
Welding .....	110
COURSE DESCRIPTIONS .....	112
COMMUNITY SERVICES .....	156
INDEX .....	163



## BOARD OF TRUSTEES

	Term Expires
Joe Estridge, Chairman . . . . .	1987
P. O. Box 396, Ansonville	
Thomas H. Whitley, Vice Chairman . . . . .	1989
Box 242, Morven	
Linn D. Garibaldi . . . . .	1991
P. O. Box 682, Wodesboro	
Tom W. Allen . . . . .	1989
P. O. Box 117, Peachland	
Donald R. (Bobby) Huffman . . . . .	1989
311 W. Wode St., Wodesboro	
F. Jeff Cloud, Jr. . . . .	1989
Route 1, Box 127A, Pineville	
W. Cliff Martin . . . . .	1989
P. O. Box 37, Polkton	
J. B. Watson, Jr. . . . .	1987
Box 337, Wodesboro	
Mary Louise Little . . . . .	1991
609 S. Greene St., Wodesboro	
Thomas W. Bennett . . . . .	1991
Route 1, Box 23, Wodesboro	
Lynda B. Ross . . . . .	1987
P. O. Box 66, Ansonville	
George M. Puryear. . . . .	1989
107 Charles Town Place, Wodesboro	
Student Association President	
Ex-officio member	

## ADMINISTRATIVE TRUSTEES GENERAL WILLIAM A. SMITH TRUST

A principal force in the establishment of Anson Technical College was the General William A. Smith Trust. Under provisions set forth in the will of the late Gen. Smith, the Administrative Trustees have provided support for this institution with funds for capital outlay and operating expenses.

BENNETT EDWARDS  
112 E. Ashe Street  
Wodesboro, NC 28170

JAMES A. HARDISON, JR.  
First National Bank  
P. O. Drawer 111  
Wodesboro, NC 28170

MRS. MARY NELME GRIFFIN  
Route 2  
Wodesboro, NC 28170

## ADMINISTRATION, FACULTY & STAFF

- Ballard, John ..... Project Director  
B.S. Campbell University, Buies Creek, NC
- Bathanti, Joseph ..... Visiting Artist  
B.A., M.A. University of PGH, Pittsburgh, PA
- Baucom, Anna ..... Coordinator of MIS/Institutional Research  
A.A. Charlotte College, Charlotte, NC; B.S./B.A. UNC-Charlotte, NC
- Beverly, Vicki L. .... Secretary, Student Services  
A.A.S. Ansan Technical College, Ansanville, NC
- Black, Melissa. .... Project Director  
B.A. Meredith College, Raleigh, NC
- Blount, Larry V. .... Faculty, Biology/Science  
B.S. Tawson State University, Tawson, MD; M.S. NC Central University, Durham, NC; additional course work at Drexel University, Philadelphia, PA
- Burris, Frances ..... Secretary, Dean of Students/Officer Coordinator  
A.A.S. Ansan Technical College, Ansanville, NC
- Byrd, Linda ..... Area Specialist  
A.A.S., American Business & Fashion Institute, Charlotte, NC; Additional course work: Randolph Technical College, East Carolina University
- Cameron, Joe C. .... Purchasing & Inventory Officer  
A.A.S. Ansan Technical College, Ansanville, NC; Course work at Wingate College, Wingate, NC
- Carter, Margaret S. .... Faculty, Psychology  
B.A., M.A. Indiana University, Bloomington, IN; Ed.D. University of North Carolina, Greensboro, NC
- Chapman, Edwin R. .... President  
B.A. Lenoir-Rhyne, Hickory, NC; M.A. Appalachian State University, Boone, NC; Ed.D. University of Florida
- Christian, Essie M. .... Maid
- Coggin, Nancy H. .... Secretary, Student Services  
Course work Carolina Business School, Charlotte, NC; Ansan Technical College
- Coleman, Michael A. .... Financial Aid/Veterans Coordinator  
B.S. NC A & T State University; Additional coursework at NC A & T State University
- Coletrane, Irvin G. .... Janitor  
A.A.S. Ansan Technical College, Ansanville, NC
- Crowder, Minnie ..... Maid
- Crumpler, Lois M. .... Dean of Community Services  
B.S. East Carolina University, Greenville, NC; M.A. Appalachian State University, Boone, NC
- Crysel, Kenneth A. .... Director, Learning Resources Center  
B.S., M.L.S. Appalachian State University, Boone, NC
- Dunlap, Haynes ..... Faculty, Photography  
Course work at UNC-Chapel Hill, NC; National School of Photography, Washington, DC; New York Institute of Photography, New York, NY
- Edwards, Gennie R. .... Registrar Clerk  
A.A.S. Ansan Technical College, Ansanville, NC
- Faulkner, Judy ..... Secretary, Dean of Administration/Office Coordinator  
A.A.S. Wingate College, Wingate, NC



---

Flake, Susan . . . . . Bookkeeper Clerk  
Course work Anson Technical College, Ansonville, NC

Freeman, Denise C. . . . . Secretary, Purchasing & Inventory  
A.A.S. Anson Technical College, Ansonville, NC

Garrison, Barbara S. . . . . Admissions Counselor/Student Advisor  
B.A., Limestone College, Goffney, SC; M.Ed., Converse College, Spartanburg, SC; O.I.C. S/V  
and C.S.C., Registry of Interpreters for the Deaf, Silver Spring, MD

Gatewood, Algie C. . . . . Dean of Student Services  
B.A. Livingstone College, Solisbury, NC; M.A. Appolochion State University, Boone, NC; M.A.  
University of North Carolino, Charlotte, NC

Gurley, Jerry . . . . . Faculty, Welding  
Welding certification, AWS, ASME

Hall, Dixon . . . . . Assistant Dean, UTEC

Hayman, Rosemary . . . . . Chairman, Arts & Science/English  
B.S./M.A. Peobody College, Noshville, TN; Additional graduate studies, Peobody College

Holt, Vicki, C.P.S. . . . . Chairperson, Secretarial & Business Science  
B.S. Concord College, Athens, WV; M.S. B.Ed. University of North Carolino, Greensboro, NC

Hopkins, Donald . . . . . Faculty, Auto/Diesel Mechanics  
A.A.S. Anson Technical College, Ansonville, NC

Johnson, Patricia . . . . . Faculty, Computer Science  
B.A. East Carolino University, Greenville, NC

Kersey, Elizabeth T. . . . . Secretary, Dean of Instruction/Office Coordinator  
A.A.S. Anson Technical College, Ansonville, NC

Keyzer, James A. . . . . Dean of Instruction/Director, Polkton Campus  
A.A. Wilson Technical Institute; B.A. Shaw University, Raleigh, NC; M.A. Appolochion State  
University, Boone, NC

Kiker, Joyce K. . . . . Personnel Officer/Secretary to President  
A.A.S. Anson Technical College, Ansonville, NC

Lee, Sarah U. . . . . Chairman, Allied Health Occupations  
B.S. University of North Carolino, Greensboro, NC; M.A. Appolochion State University, Boone,  
NC

Little, Herman K. . . . . Project Director  
A.A.S. Anson Technical College, Ansonville, NC; B.A. Wingote College, Wingote, NC

Little, Lum . . . . . Janitor

Luck, Rebecca . . . . . Secretary, Dean of Instruction  
B.A. University of North Carolino, Charlotte, NC

Martin, Charlene . . . . . Secretary/Library Clerk  
A.A.S. Anson Technical College, Ansonville, NC

Martin, Sheila . . . . . Dean of Administration  
B.S. University of North Carolino, Greensboro, NC

McCormick, Charles. . . . . Faculty, Industrial Maintenance  
A.A.S. Anson Technical College, Ansonville, NC; Additional study at RTI; Electronics Training at  
Keesler Tech. Training Center, Biloxi, MI; Heating Contractor License, N.C. State Board of Ex-  
aminers of Plumbing and Heating Contractors; Electrical Contractor License-Limited, N.C. State  
Board of Examiners of Electrical Contractors

Melton, Thomas M. . . . . Maintenance  
A.A.S. Anson Technical College, Ansonville, NC

- 
- Mitchell, Virginia H. . . . . Printing Clerk  
A.A.S. Anson Technical College, Ansonville, NC
- Moore, Kathy . . . . . Secretary, Dean of Community Services/Office Coordinator  
A.A.S. Anson Technical College, Ansonville, NC
- Oliver, Willie . . . . . Grounds Keeper  
Course work Anson Technical College, Ansonville, NC
- Randle, Lorene . . . . . Library Technician  
A.A.S. Anson Technical College, Ansonville, NC
- Robertson, Marilyn . . . . . Faculty, Accounting  
B.A. Pfeiffer College; M.A. Appolochian State University, Boone, NC
- Ross, Elon . . . . . Faculty, HVAC  
Diploma, Anson Technical College, Ansonville, NC; Heating Contracting, Group 3, License, N.C. State Board of Examiners of Plumbing and Heating Contractors; Refrigeration Contracting License, N.C. State Board of Refrigeration Contractors
- Russell, Elmon . . . . . Faculty, Business Science  
B.S. UNC-Chapel Hill, NC; M.A. Appolochian State University, Boone, NC
- Seigler, Wyatt Sr. . . . . Faculty, Carpentry
- Smith, Judith . . . . . Associate Dean of Instruction/Public Information Officer  
B.S., M.S.E. University of Wisconsin, Oshkosh, WI
- Steele, Mary . . . . . Library Assistant  
A.A. Brevard College, Brevard, NC; A.B. Pfeiffer College, Misenheimer, NC; M.A. Scortitt College, Nashville, TN
- Streater, Terry H. . . . . Bookkeeper Clerk  
Course work of College of Charleston, Charleston, SC
- Surratt, Cletus R. . . . . Faculty, Welding  
Low Engineering, Charlotte, NC, State Certification
- Taylor, Patricia P. . . . . Bookkeeper  
A.A.S. Anson Technical College, Ansonville, NC; B.S. Wingate College, Wingate, NC
- Thacker, Norma. . . . . Faculty, Learning Skills  
B.S. Pembroke State University, Pembroke, NC; M.A. Appolochian State University, Boone, NC
- Trammell, Billy D. . . . . Faculty, Food Service  
Cumberland College
- Wanko, Beverly. . . . . Faculty, Allied Health  
B.S.N. Northeastern University, Boston, MA
- Whitaker, Philip O. . . . . Chairman, Applied Technologies  
A.A.S. Anson Technical College, Ansonville, NC; Additional course work Corrier Service School and Central Piedmont Community College; Refrigeration Contractor License, N.C. State Board of Refrigeration Examiners; Heating Contractor License, Air Conditioning Contractor License, N.C. State Board of Plumbing and Heating Examiners; Electrical Contractor License SP-PHC1, State Board of Examiners of Electrical Contractors
- White, Nathaniel B. . . . . Faculty, Marketing & Retailing  
B.S./B.A., M.B.A. East Carolino University, Greenville, N.C.
- Wilkins, Leopold M. . . . . Faculty, History  
B.A. University of the West Indies, Mono, Jamaica; M.A. State University College at Buffalo, Buffalo, NY; Ph.D. State University of New York, Buffalo, NY

## ADJUNCT FACULTY AND STAFF

Allen, Joslyn . . . . .	Instructor, English B.A. East Carolino University, Greenville, NC; M.A., UNC, Charlotte, NC
Allen, Mary . . . . .	Maid
Allen, Orlean . . . . .	Adult Basic Education
Allison, Charles . . . . .	Instructor, Science B.S./M.Ed., N. C. State University, Raleigh, NC
Blalock, David . . . . .	Instructor, Commercial Art Course work Duke University, Durham, NC; UNC, Chapel Hill, NC; Ringling School of Art, Sarasata, FL
Brooks, William T. . . . .	Instructor, Business B.A., Pfeiffer College, Misenheimer, NC; M.B.A. Queens College, Charlotte, NC
Carter, Charles . . . . .	Instructor, Psychology B.S. Winston-Solem State University, Winston-Solem, NC; M.S. Indiono University, Bloomington, IN; Ed.D. UNC, Greensboro, NC
Cowan, Linda . . . . .	Adult Basic Education M.A. UNC, Chorlotte, NC
Crider, Richard . . . . .	Instructor, Photography A.A.S. Ansan Technicol College, Ansonville, NC
Cycotte, Dottie . . . . .	Instructor, Commercial Art B.S. Pembroke State University, Pembroke, NC
Godwin, Glenn L. . . . .	Instructor, Auto/Diesel Mechanics NIASE Certified
Goodman, Marie . . . . .	Consumer Education
Hall, Bernice . . . . .	Sewing
Hoover, Frances . . . . .	Instructor, LPN B.S. UNC, Greensboro, NC
Hubbard, Shirley . . . . .	Instructor, Secretarial Science B.S. Livingstone College, Solisbury, NC; presently working on M.A. UNC, Chorlotte, NC
Huntley, Sandra . . . . .	HRD A.A. Peoce College, Raleigh, NC; B.A. UNC, Chapel Hill, NC
Hutchinson, Flora . . . . .	Bookstore/Snackbar Operator
James, Terry . . . . .	Instructor, Masonry
Lassiter, Tanya . . . . .	Instructor, English B.A./M.A. N.C. A & T University, Greensboro, NC
Liles, Karen . . . . .	Instructor, Art B.F.A., Indiono University, Bloomington, IN; M.F.A., Ohio University, Athens, OH.
Little, Cathelean . . . . .	Adult Basic Education B.A. Shaw University, Roleigh, NC
Martin, Helen . . . . .	Assistant Project Director B.S. Limestone College, Goffney, SC
McCloud, Phil . . . . .	Industrial Sewing Machine Mechanics
McQuirt, Randal . . . . .	Oil Painting B.S. Appolochian State University, Baane, NC



---

Mills, Pennington ..... Instructor, Learning Skills  
B.A. Duke University, Durham, NC; UNC, Chapel Hill, NC

Moser, Brenda ..... Instructor, LPN  
B.S. Lenair-Rhyne College, Hickory, NC

Kersey, Bertha ..... Adult Basic Education  
B.A., Bennett College, Greensboro, NC

Patterson, Emily ..... Assistant Project-Director, Adult Basic Education  
B.S. Winthrop College, Rock Hill, SC

Pegues, Loretta ..... Ceramics

Phillips, Cathy ..... LRC Assistant  
A.A. Wingate College, Wingate, NC; B.S. Appalachian State University, Boone, NC

Pope, Gail ..... Bookstore/Snackbar Operator

Porter, Caroline ..... Piano

Potter, John ..... Industrial Relations  
B.S. N.C. State University, Raleigh, NC

Price, Hersey ..... Human Resources Development  
M.A. N.C. Central University

Price, Vivian ..... Human Resources Development  
M.A. N.C. Central University

Shelton, Estelle ..... Adult Basic Education  
A.A.S. Anson Technical College, Ansonville, NC; Course work UNC, Greensboro, NC

Southern, Delores ..... Clerical Support  
B.A. Pembroke State University, Pembroke, NC

Sturdivant, Effie ..... Adult Basic Education

Taylor, Anna Lee ..... Adult Basic Education  
B.S. UNC, Greensboro, NC

Thomas, Elaine G. .... Instructor, Nurse Assistant  
A.D.N., Central Piedmont Community College, Charlotte, NC

Tucker, Ed ..... Instructor, Electrical Installation

Walters, Barbara ..... Consumer Education

Williams, Carol ..... Emergency Medical Technician

Williams, Carole ..... Instructor, Art  
A.A. Wingate College, Wingate, NC

## ***General Information***



## ***Admissions Policies***

# **GENERAL INFORMATION**

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## **HISTORY**

Ansan Technical College was originally designated as the Ansanville Industrial Education Center in November, 1962, by action of the State Department of Public Instruction. Many local citizens were instrumental in securing this operation for the Ansan County area. Trustees of the General William A. Smith Trust, public school officials, and individuals interested in a wider range of educational opportunities for local residents completed arrangements for the establishment in Ansanville. The Center was supported by state, local, federal and Smith Trust funds.

From this beginning in 1962, the Ansanville Industrial Education Center made steady progress. Classes were offered in many parts of Ansan County in addition to those held at the Center.

On December 2, 1967, a local board of trustees was officially appointed by the Ansan County Board of Education and the County Commissioners. As a result, the Ansanville Industrial Education Center became Ansan Technical Institute, a unit of the Department of Community Colleges of North Carolina.

Progress and fulfillment of the purposes of the Institute led to the authorization by the North Carolina General Assembly of Ansan Technical Institute as a separately chartered institution on July 1, 1971. The Governor appointed four additional trustees to the governing board.

Further progress, larger enrollment, and additional support from the community have enabled Ansan Technical Institute to acquire land, obtain additional funds, and construct a 28,000 square foot building in Palkton, about seven miles west of Wadesboro on U.S. Highway 74. This campus houses Business and Secretarial subjects; Graphic Arts, including Photography, Commercial Art and Printing; Air Conditioning, Heating, and Refrigeration; and Industrial Maintenance.

To better reflect the offerings of the institution, the Board of Trustees on June 7, 1979, changed the name to Ansan Technical College.

In 1982, construction was completed in Palkton on the second building, the Learning Resources Center.

## **OBJECTIVES**

Ansan Technical College's primary objective is to provide maximum educational and training opportunities for all persons interested in improving themselves. To attain the objective, the College's Board of Trustees and its administrators subscribe to the "open door policy" which insures that low cost or tuition free educational and training programs are available at all levels of learning. In their judgement, the teaching of reading to an adult who cannot read is just as important as preparing a student to enter industry as a tradesman or technician; likewise, equipping the unskilled with a useful skill is as important as developing an untrained mind to a professional level. Thus, the college does not impose restrictive admission standards which may deny college entrance to students who may have a need for its educational and training programs. Aptitude and placement tests, when given because of program requirement or by request, are administered solely to determine a student's potential for success in the program of his/her choice. When test scores do not indicate a readiness for the desired program of study, the student may be referred to the Learning Skills Center; or he/she may be counseled to select a more suitable program in which he will likely have a better chance to succeed.



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## PURPOSES

Anson Technical College's purpose is to meet the educational and training needs of adults, 18 years of age or older. Specifically, the college wants to offer quality programs in the following areas:

1. Basic educational programs designed to meet the needs of people who did not complete high school.
2. Vocational programs to prepare people, including employed citizens who need training or re-training, for employment in business, industry, government, agriculture, and service occupations.
3. Technical programs to prepare people at the technician or semi-professional level for employment in business, industry, government, agriculture, and service occupations.
4. General Educational program for those desiring to pursue knowledge which will enhance their understanding of the world around them.
5. Continuing education courses and programs designed to provide people with the opportunity to upgrade their skills or to enrich their lives.



# **ADMISSIONS POLICIES**

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## **ADMISSIONS POLICY**

Anson Technical College, encompassing an "open door" policy, does not impose restrictive standards for admission to the college. Admission to Anson Technical College is open to all qualified persons 18 years of age or a high school graduate without regard to race, creed, color, sex or handicap. Before a student is admitted to any curriculum, an interview with the counseling staff and/or Dean of Student Services is held to review the applicant's high school or post secondary education transcripts to determine if the student will experience success in the chosen curriculum. A high school diploma or recognized equivalency is required for admission to all associate degree programs at Anson Technical College.

While a high school diploma is desirable, it is not mandatory for entrance into the diploma programs except Licensed Practical Nursing. A person with less than a high school education may be accepted on the basis of experience and ability. Applicants for Licensed Practical Nursing should refer to the nursing admissions policy.

## **DUAL ENROLLMENT**

High School students 16 years of age or older may enroll for course work at Anson Technical College under the dual enrollment procedure as an unclassified student. Dual enrollment forms may be obtained from the high school attended or the Student Services Office on either campus.

## **ADMISSION PROCEDURES**

To be admitted, individuals must:

1. Complete and return the application form.
2. Should request a transcript from high school and post secondary institutions that he/she has attended, if enrolling in a degree program.
3. Have a pre-admissions counseling session with a counselor or an advisor.
4. Register for classes on published registration dates.

Note:

Due to special nature of some programs, there may be additional requirements. These include: Unclassified Student status and Licensed Practical Nursing Program. Refer to specific admission policies for these programs in the catalog.

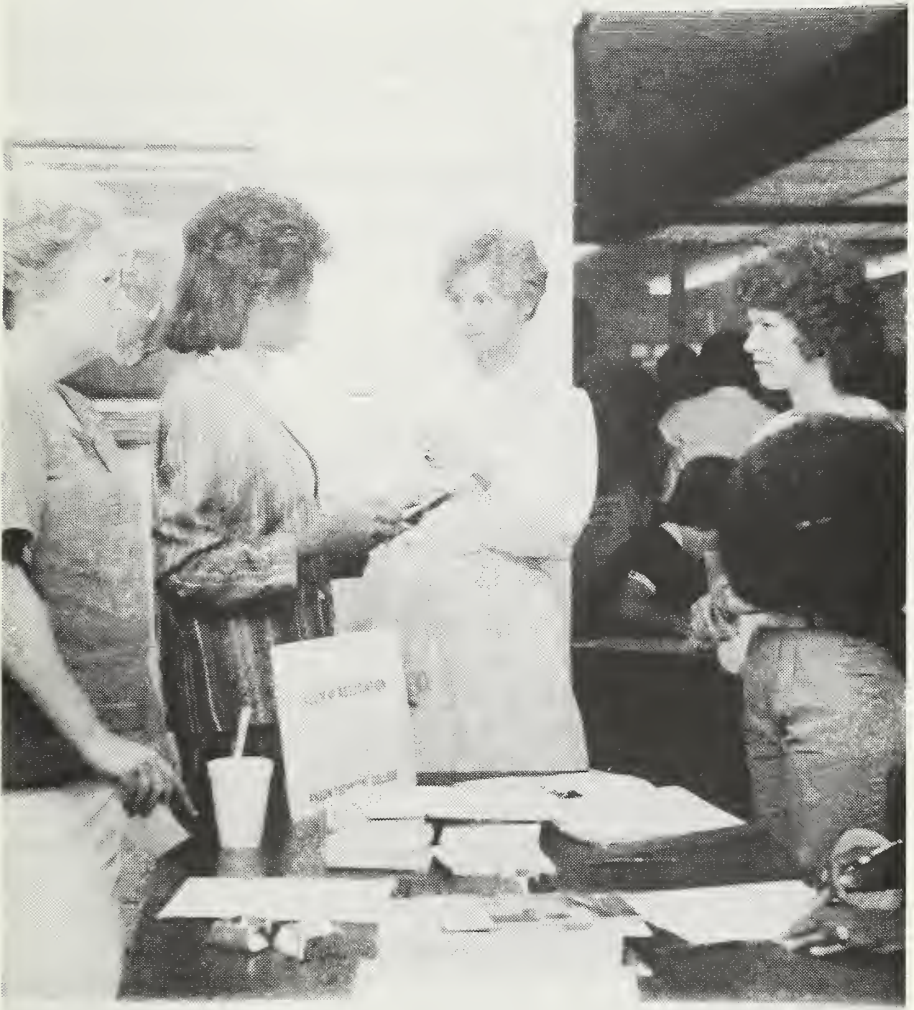
## **UNCLASSIFIED STUDENT STATUS**

A student may enroll for up to 42 credit hours as an unclassified student without specifying an educational objective. To continue beyond this point, the student must declare his/her objective and complete all regular admission procedures.

## **TRANSFER CREDIT**

Transfer students may enter Anson Technical College upon meeting requirements as outlined in the section on admission procedures. A minimum of 30 hours of course work must be completed on campus prior to graduation.

Previous work will be reviewed for possible credit. Official transcripts of





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previous course work must be provided by the student to the Student Services Office. Where subject content and length of course are comparable with those in the curriculum applied for, credit may be allowed for grades of C or above. Transfer credit will not influence the student's grade point average while attending Anson Technical College.

## **ADMISSIONS TO CONTINUING EDUCATION PROGRAMS**

Any person who is 18 years old or a high school graduate is eligible to enter a Continuing Education program. Further information is available in the Community Services section of this catalog or from the Community Services Office. Phone 704-694-6505.

## **NURSING ADMISSIONS POLICY**

Candidates for the Practical Nursing Program are required to take admissions tests and interview with the Admissions Committee before acceptance. The highest ranked candidates shall be selected to enter the Practical Nursing Program.

The Admissions Committee will review and accept the most highly qualified candidates that meet the following admissions requirements between January 15 and August 15 of each year:

1. Submission of Anson Technical College application for admission
2. Completion of the California Achievement Test with:
  - a. Minimum of ninth grade level for numerical ability
  - b. Minimum of tenth grade level for reading skills
  - c. Minimum of ninth grade level for language skills
3. Positive interview with LPN Admissions Committee
4. Medical examination
5. Three letters of recommendation
6. High school graduation or equivalent (GED) is required for all applicants

The LPN Admissions Committee will review and accept qualified candidates who exceed the Admission requirements between January 15 and August 15 of each year. Candidates not accepted between January 15 and August 15 will be accepted to an alternate list and will be considered by the LPN Admissions Committee on August 15 of each year. After August 15 of each year, candidates for the remaining openings and ten alternate openings will be selected by the LPN Admissions Committee and notified of acceptance.

## **NURSING HEALTH PROGRESSION POLICY**

*Evaluation of health and overall behavior of the student continues throughout the program.*

Continuous surveillance of health status of LPN students will be conducted by the Nursing Coordinator and professional staff. If at any time they notice unacceptable behavior to employ safe nursing practice, the Nursing Coordinator may require the LPN student to have a physical and/or mental examination by a licensed physician and/or licensed psychiatrist.

If the examination by the licensed practitioner documents that the LPN student is unsafe to practice safe nursing care, Anson Technical College reserves the right within its Due Process Policy to dismiss the student from the program.

## ***Tuition & Fees***

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## ***Financial Aid***

## **TUITION & FEES**

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### **TUITION PER QUARTER** **(Full Time Curriculum Students)**

Tuition .....	\$51.00
Activity Fee .....	\$ 5.00
Accident Insurance .....	.60
	Total \$56.60
Graduation Fee .....	\$22.00

Tuition for students taking less than 12 quarter hours is \$4.25 per quarter hour of credit.

NOTE: Tuition is set by state policy and subject to change without notice.

### **LATE REGISTRATION FEE**

A \$5.00 late registration fee is charged to returning students who register after the official registration date as designated each term. A late registration fee is not charged to first-time enrollees.

### **OUT OF STATE TUITION** **(Full Time Curriculum Students)**

Out of state tuition applies to any student whose legal residence is outside of North Carolina, or, in the case of students who are boarding or living with relatives in the community whose parents or guardians live outside the state.

Tuition .....	\$255.00
Activity Fee .....	\$ 5.00
Insurance .....	.60
	Total \$260.60

Tuition for out of state students taking less than 12 quarter hours is \$21.25 per quarter credit hour.

### **ACCIDENT INSURANCE**

Accident insurance, covering the student during hours in school and transportation to and from school, is available for approximately \$.60 per quarter. Accident insurance is required and should be purchased through the business office.

### **STUDENT RESIDENCE CLASSIFICATION**

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES. (Copies of the applicable law and of implementing regulations are available for inspection in the STUDENT SERVICES OFFICE). The regulations (G.S. 116-143.1 (b) ) read in part as follows:

To qualify for in-state tuition a legal resident must have maintained his domicile in North Carolina for at least the 12 months immediately prior to his classification as a resident for tuition purposes. In order to be eligible for such classification, the individual must establish that his or her presence in the State during such twelve-month period was for purposes of maintaining a bona fide



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domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education; further, (1) if the parents (or court-appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this State, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this State, this fact shall be prima facie evidence of non-domiciliary status of the individual.

**NOTE:** Members of the Armed Forces, their spouses and offsprings may be eligible for special provisions as set forth in MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES.

**NOTE:** The decision of the Admissions Counselor or Dean responsible for the initial classification may be appealed to the President of Anson Technical College, or his delegate in accordance to North Carolina law (G.S. 116-143.1). If not satisfied with the decision, the student may then appeal to the State Residence Committee. Upon request, the College will provide the student with copies of school information housed within the college eg. (residence application, school records, etc.) as may be needed.

## **STUDENT RESIDENCE RECLASSIFICATION**

Residence status reclassification may be made only during the regular registration period either before or after the academic quarter. Upon the written petition of a student submitted to an Admissions Counselor or to the Dean of Students at least ten days prior to the beginning of the academic quarter, a classification inquiry will be initiated. In such cases, the reclassification will be made in accordance to North Carolina law (G.S. 116-143.1).

## **ACTIVITY FEE**

The College activity fee is \$.50 per quarter hour up to a maximum of \$5.00 for 10 or more quarter hours. This fee applies to on-campus students only. The fee supports cultural activities, entertainment, and recreational activities sponsored by the Student Association. Off-campus students may pay this fee if they wish to participate in these activities.

## **TEXTBOOKS AND SUPPLIES**

Students must purchase textbooks and other necessary supplies. For their convenience, the college maintains a bookstore on each campus in which these items may be purchased. The cost of these items varies according to the program of study taken by the student.

## **SPECIAL FEES**

Because of the nature of some programs, additional fees may be charged. (Equipment fees, LPN Liability Insurance, etc.)

## **REFUND POLICY**

Tuition refunds may be authorized only in the event that the student must withdraw for unavoidable reasons. Withdrawal requests must be presented to the Dean of Students before the student withdraws from classes. In such cases,

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two-thirds of the tuition paid may be refunded if the student withdraws within the five day late registration period, as published in the Academic Calendar. No refunds shall be made in the amount of \$5.00 or less. Tuition refunds will be made should the College cancel a class.

## SENIOR CITIZENS

Persons 65 years of age or older may attend Anson Technical College without paying tuition. Other fees will be charged. Verification of age will be required.







## STUDENT FINANCIAL ASSISTANCE

In order to receive financial aid, a student must be enrolled in an academic program for at least six credit hours and also maintain satisfactory progress in his or her course of study.

Assistance may be awarded in the form of a grant, part time employment, scholarship or a combination of these. Awards are made on the basis of need, subject to availability of funds. Students must apply for financial assistance each year and are encouraged to apply at least 8 weeks prior to registration day of the quarter they intend to enter school. Federal Financial Aid Applications are available in March for assistance which begins July 1. The necessary forms can be obtained from the Financial Aid Officer.

### SATISFACTORY ACADEMIC PROGRESS STANDARDS TO MAINTAIN FINANCIAL AID ELIGIBILITY

For financial aid purposes, satisfactory progress is measured both quarterly and yearly.

#### Quarterly Evaluation

The Financial Aid student will adhere to the accumulative quarter hours and minimum quality point average required under the Probation Policy.

#### Yearly Evaluation

Satisfactory progress will be measured once a year in order to determine that a student has completed the required amount of credit work towards his/her degree.

	End of	Minimum Number of Credit Hours Required
Length of Program	4 quarters	12
	8 quarters	36
	12 quarters	72
	16 quarters	103-146

Students who have not satisfactorily completed the required number of credit hours at the end of each year will have their financial assistance terminated. If verifiable mitigating circumstances have caused a student not to meet this requirement, they have the opportunity to appeal to the Financial Aid Committee.

The types of aid available are as follows:

#### The PELL Grant Program

PELL grants are available to students who are enrolled at least half-time in a specific program and who have not received a bachelor's degree. Grants range from \$200.00 per year to \$1,350 per year for full time students. This is a grant and therefore does not have to be repaid.

#### Supplemental Educational Opportunity Grants (SEOG)

This program offers additional assistance for students who are eligible for PELL Grants. The minimum SEOG grant is \$200.00 per year.

#### College Work Study Program

The College Work Study program provides jobs for students who meet the eligibility requirements and wish to earn part of the cost of attending Anson



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Technicol College. Students who are interested in college work study jobs must also apply for PELL Grants and complete an application for employment.

Students receiving Federal Financial Assistance must meet Satisfactory Progress requirements with regard to time frames for completing diploma or degree programs as required by the U.S. Department of Education. Details are published in ATC's Financial Aid Handbook.

### **Guaranteed Student Loans — N.C. Insured Student Loan**

The purpose of the Guaranteed Student Loan program is to make low-interest loans available to students to help meet post-secondary educational expenses. These loans are provided through banks and private lenders in various states. The interest on these loans is 8% per year. Students in North Carolina interested in applying for this loan should contact:

College Foundation, Inc.  
1307 Glenwood Avenue  
Raleigh, NC 27605

### **Scholarships**

Local scholarships are available for students attending Anson Technicol College and are listed below:

Alumni Association Scholarship  
Dept. of Community Colleges Scholarship  
LPN Scholarship  
Polkton Literary Scholarship  
Security Bank and Trust Scholarship  
Student Association Scholarship  
Wochovio Scholarship

Each scholarship has specific application guidelines. Students interested in scholarships should contact the Financial Aid Officer.

Only those students making application for the Polkton Literary Club Scholarship Fund will be considered for the award. Application forms may be secured from the Dean of Students of Anson Technicol College.

## **OTHER SOURCES OF FINANCIAL ASSISTANCE**

### **Veterans Benefits**

Qualified veterans and wives and children of deceased veterans may be admitted and approved to receive educational benefits, providing they meet requirements established by the Veterans Administration. The College is approved for the training of veterans under Public Law 16 of the 78th Congress and under Public Law 550 of the 82nd Congress, and Chapter 34, Title 38, United States Code.

### **Vocational Rehabilitation**

Vocational Rehabilitation is available to certain students with mental, physical, or emotional handicaps that limit their employment opportunities. For more information contact the Vocational Rehabilitation Office in the oreo or write:

Department of Human Resources  
Division of Vocational Rehabilitation Services  
Raleigh, NC 27611

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### **Job Partnership Training Act**

JPTA funds may be available to qualified students through the Employment Security Commission or other sponsoring agencies. Students should contact the College Financial Aid Officer for more information.

### **Veterans and War Orphans Grants**

Veterans and War Orphans Grants are available to the immediate family of war veterans whose deaths or permanent disabilities were service connected and POW's or MIA's classified as such for a minimum of ninety days. For more information contact:

Division of Veterans Affairs  
P. O. Drawer 26206  
Raleigh, NC 27611

### **The Tuition Assistance Program**

The Tuition Assistance Program is available to provide tuition assistance for members of the North Carolina National Guard. The application is available at guard units and the office of the:

Adjutant General  
P. O. Drawer 26268  
Raleigh, NC 27611

## ***Academic Policies***

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## ***Student Services/Student Life***

# **ACADEMIC POLICIES**

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## **QUARTER SYSTEM**

Anson Technical College operates on the quarter system. The Fall, Winter, Spring and Summer Quarters are each eleven weeks in length. The college is in session five days per week. Classes normally meet hourly for fifty minutes with a ten minute break between classes. The number of times that a class meets each week is determined by the number of quarter hours credit.

## **REGISTRATION**

All students are required to register at the beginning of each quarter. Credit will not be granted for courses in which the student is not properly registered. Classes missed because of late registration will be counted as absences. Registration instructions are published prior to each quarter. Late registrants must attend the next scheduled class. (This includes the day the registrant registers if at all possible.)

## **ADVISORS**

Students will be assigned advisors upon entering Anson Technical College. The advisors will either be the Department Chairmen or a full-time faculty member within the respective curriculum. Advisors will keep a record of their advisee's progress and will be the person a student will seek when questions arise regarding their program or requirements for program completion. Faculty members schedule office hours each term and students are encouraged to make appointments with advisors to lessen problems and congestion during registration.

Students are urged to check with the faculty as to their office hours.

## **ATTENDANCE POLICY**

Absences are a serious deterrent to good scholarship and it is difficult to receive optimum instruction, obtain knowledge, or gain skill when absent from class. As students are adults with many responsibilities, an occasional absence might be absolutely necessary; however, such absences in no way lessen the student's responsibility for meeting the requirements of the class. Instructors may use attendance as part of their policy to determine class grades.

A student who has two consecutive weeks of absence from a scheduled class and has made no contact with the instructor will be classified as a withdrawal and terminated by the instructor after the first class meeting of the third week. The student will be given a grade of "W".

The Dean of Student Services will be notified within three (3) days of all withdrawals.

## **STUDENT COURSE LOAD**

A student must carry 12 quarter hours to be considered a full-time student. The normal maximum load is 21 credit hours. Permission of the Department Chairmen and the Dean of Instruction must be obtained to schedule more than 21 credit hours.

## **GRADING SYSTEM AND QUALITY POINT AVERAGE**

The 4.0 quality point system is used to calculate student quality point averages. The letter grades used are:



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A	Outstanding	4 quality points
B	Above Average	3 quality points
C	Average	2 quality points
D	Poor	1 quality point
F	Failing	0 quality point
*I	Incomplete	0 quality point
AU	Audit, no grade or quality points	
W	Withdrawal from the course during the school term. This indicates the student will receive no grade and no credit for the course.	

The quality point average is calculated by dividing the total number of quality points earned by the total number of quarter hours earned.

An average of C in the major area of study and an overall average of C is required for graduation. An average of C on the 4.0 quality point system is a 2.0 quality point average.

### INCOMPLETES

The grade of "I" may be assigned by the instructor as an "incomplete." Students must complete all work and remove the "I" from their record during the next quarter. An "I" automatically becomes an "F" if not removed in the prescribed time.

### DROP/ADD

Students may drop or add a course during the drop/add period at the beginning of each quarter without grade penalty.

The drop/add period will be the first week of each quarter as published in the academic calendar. Students must complete the official Drop/Add form available in the Student Services Office.

### WITHDRAWAL

Anson Technical College recognizes that from time to time it may be necessary for a student to withdraw from a course. Students may withdraw from any course and receive a grade of "W" following the Drop/Add period each quarter by completing the official withdrawal form which is located in the Office of Student Services.

### PROBATION POLICY

A probation committee composed of the Dean of Instruction (chairman) and members as appointed by the President, shall meet quarterly to administer the probation policy.

Students with a quality point average below that required for the cumulative hours attempted (see schedule below) will be placed on probation.

#### Associate Degree Program

Cumulative Quarter Hours	Minimum Quality Point Average
0-24	1.25
25-48	1.50
49-72	1.75
73-or more	2.00

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## **Vocational Diploma Program**

0-18	1.25
19-36	1.50
37-or more	2.00

Failure to attain the above required quality point average during a probationary quarter will result in one or more of the following:

1. Suspension for a quarter
2. A loss of financial aid for a quarter
3. A further quarter of probation
4. Transfer to another program
5. Transfer to Learning Laboratory
6. A loss of V.A. educational benefits

The probation committee shall determine which one or more of the above shall apply in each individual case.

NOTE: The committee may take into consideration extenuating circumstances, i.e., an act of God which prevents the student from meeting his responsibilities. Sole judgement on extenuating circumstances rests with the committee.

## **APPEAL**

A student may appeal the decision of the probation committee by notifying the Dean of Instruction no later than 5 days following the notification of probationary status. The Dean of Instruction will schedule an appeal hearing of the probation committee within 5 days of receipt of the student's intent to appeal.

The decision of the committee shall be final.

## **READMISSION**

Students suspended for academic reasons will automatically be on probation for their first returning quarter.

A student who has withdrawn for any reason other than disciplinary may re-enter any quarter provided all debts to the college have been paid.

## **COURSE AUDITING**

Students who wish to audit courses must register through normal channels. Auditors receive no credit and are encouraged to attend class regularly and participate in class discussions. Auditors will be charged the same fees as students taking courses for credit.

## **CATALOG OF RECORD**

The catalog that is current when the student enrolls in the College is the catalog of record. A student who is in continuous attendance (except summer quarter) may graduate under the provisions of his/her catalog of record, or a subsequent issue. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on his/her last re-entry date or a subsequent issue.

A student who changes his/her program of study will come under the provisions of the catalog in effect at the time of the change, or a subsequent issue.

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## **CHANGE OF CURRICULUM**

There are times when a student's aptitude and interests may be better served by a change of curriculum. Should a change be advisable, a counselor in the Student Services Department should be consulted to explore possibilities which will serve the interests of the student.

A student desiring to change his/her program of study must file a Request for Change of Curriculum with a counselor in the Student Services Department. The change must be approved by the counselor and shall be effective at the beginning of the ensuing quarter, or later, as specified by the student.

Because of the nature of associate degree and occupational diploma programs, each student requesting a change of curriculum will have his/her record evaluated in terms of his/her goals.

## **DEAN'S LIST**

Anson Technical College recognizes outstanding academic achievement by placing the student on the Dean's List. Students enrolled for a minimum of 12 quarter hours and who receive a B plus average (3.5 quality point average) will be placed on the Dean's List.

## **CREDIT BY EXAMINATION**

A student may earn credit by examination for a given course if he can demonstrate the required level of proficiency as a result of independent study or experience. This credit shall be based on a departmental examination which will be given with the permission of the student's advisor and the concerned instructor. Grades will be assigned by the instructor according to test results. Persons earning credit by examination are charged regular tuition rates. Forms and other information may be obtained from the Student Services Office.



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## **SUPERVISED DIRECTED STUDY**

Supervised Directed Study is an alternate means of completing the requirements of credit courses which lead toward graduation. The specific title of the course and the credit value assigned will vary depending upon catalog listing or student-teacher selection. Students who are taking a course by directed study must be in conference with the instructor at scheduled office hours or by appointment.

Students desiring to pursue a course by Supervised Directed Study must register for the course during regular quarterly registration. Approval of the student's advisor, course instructor, and instructional Dean must be obtained prior to completion of the registration process. Necessary forms and other information may be obtained at any time from the Student Services Office or at registration.

## **REQUIREMENTS FOR GRADUATION**

The following minimum requirements apply to all programs. Some departments may have additional requirements applicable only to that department:

1. A student must have a 2.00 quality point average in his major, an overall 2.00 average (C average), and have completed all required courses in order to graduate.
2. All departmental requirements must have been satisfied.
3. All property of the school must be returned.
4. Residency requirements must be met.
5. Presence at graduation is a requirement. When attendance is impossible, the student may petition, in writing, the Dean of Students for permission to graduate in absentia. Such petition must be made at least ten days before commencement exercises. Permission to graduate in absentia may be denied.
6. Each graduating student must make application for graduation and pay the appropriate fees at registration for the last quarter prior to graduation.
7. A minimum of 30 credits must be earned at Anson Technical College.
8. Complete exit interview with Student Services.

Upon recommendation of the department chairman and approval of the department faculty and the Dean of Instruction, certain specific graduation requirements may be waived.

Any student who expects to complete all course work by the end of fall quarter, may with the consent of the Dean of Instruction, meet the requirements for graduation by attending the August ceremony provided that they sign a letter requesting early graduation by the beginning of the summer quarter. They must at that time pay the graduation fee. Degrees and Diplomas will be issued following completion of all course work and other requirements at the end of the fall quarter.

## **REPEATING COURSE WORK**

Any course may be repeated. No course may be counted more than once in calculating the total number of quarter hours credit toward graduation. The highest grade received will be counted. Students receiving financial aid or veterans educational benefits need prior approval for repeating courses from the financial aid/VA coordinator.



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## **COURSE SUBSTITUTION**

Students may request to substitute an equal or higher level course required in their program of study based on particular occupational goals. All substitutions must be approved in writing by the student's advisor, Departmental chairperson and the Dean of Instruction. A maximum of five (5) courses may be credited for any student through the course substitution method.

## **TRANSFER OF CREDIT**

Educational work completed by the student in other accredited institutions may, where applicable, be credited toward the requirements of a degree, diploma, or program at Anson Technical College. Students are required to file transcripts of all previous college work.

Transfer credit from any institution in the North Carolina Department of Community Colleges is accepted. Credit toward technical and vocational programs may be accepted from other agencies at the discretion of the college. Records of prior work will be evaluated by the college upon request. Final acceptance or rejection of transfer credit lies with the college.

Credit earned at Anson Technical College can be transferred to a similar program at other institutions of the Department of Community Colleges in North Carolina and selected four-year colleges and universities. Transfer credit is determined by the Institution to which the student wishes to transfer.

Anson Technical College has entered into agreements with the following colleges and universities whereby students may transfer credits and/or the Associate Degree toward a bachelor's degree.

North Carolina A & T State University  
Campbell University  
Fayetteville State University  
Gardner-Webb College  
Livingstone College  
Methodist College  
North Carolina Central University  
North Carolina Wesleyan College  
Pembroke State University  
Pfeiffer College  
Shaw University  
Warren Wilson College  
Wingate College  
Winston-Salem State University

For more information regarding the transfer status of specific courses and curriculums, refer to individual programs in this catalog.

## **STUDENT RECORDS**

Anson Technical College will comply with the Amendment to Public Law 93-380, (Privacy Rights of Parents and Students) which sets forth obligations for the maintenance and release of certain student information.

The following documents will be maintained as part of the student's institutional record for five (5) years and will be subject to all state and federal regulations governing the safety and confidentiality of those records:

1. completed application

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2. completed medical forms (when applicable)
  3. veterans records
  4. personal data sheets
  5. transcripts
  6. grade sheets and registration forms
  7. counseling data sheets
  8. test records (when applicable)

9. any statement of waiver by the student for release of records which also contains a list of those persons to whom the records were accessible.

Ansan Technical College will use the above information for the sole purpose of assisting the student in the attainment of educational goals at this institution. The information gathered as listed above may be shared with appropriate professional personnel of the institution for the accomplishment of this goal.

Each student has the right to request and be permitted, within the limitations of Public Law 93-380, to review the above listed records in the presence of either the Dean of Students or counselor.

## **TRANSCRIPTS**

An official transcript of work at Ansan Technical College will be forwarded upon request by the student. One transcript will be prepared without charge. Additional transcripts will be prepared at a cost of \$1.00 per copy. No transcript will be released until the student account is cleared with the Business Office and Library.

## **OBJECTIVE**

The objectives of the Office of Student Services are to aid the student in increasing his/her knowledge of self, developing his participation with others, and informing him of his career alternatives. The objectives reflect the purpose of the College in that they help the student determine educational goals and encourage growth as an individual.



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## **ORIENTATION**

All new full time students are expected to participate in an orientation program each quarter conducted by the Student Services Staff and other college personnel. Part time students are urged to participate. Orientation will acquaint the student with administrative policies such as grading, financial aid, scheduling, attendance, and others which relate to student interest or requirements.

## **COUNSELING**

Counseling services are provided by the College to aid students in determining and succeeding in their vocational and educational programs as well as assisting them in resolving problems of a personal nature which might affect progress toward their educational objectives. Request for these services should be directed to the Office of Student Services.

## **JOB PLACEMENT**

The Student Services Office is responsible for assisting students and graduates of the College in finding employment in their chosen field. Student resumes may be filed in the Student Services Office. Placement service is also available to ATC alumni seeking permanent employment. While there is no guarantee that students and alumni will be placed in a job of their choosing, many contacts with business and industry are maintained to help bring prospective employers and employees together.

## **SOCIAL AND CULTURAL ACTIVITIES**

Anson Technical College offers a well-rounded program for the social and cultural development of the students. Lectures and exhibits of various kinds are held periodically during the year. Notice of these events will be pasted on the bulletin board in the college lounge.





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## SMOKING

Smoking is allowed on the campus but is prohibited in all instructional areas. Ashtrays and smoking stands are provided in those areas where smoking is allowed. Smoking is permitted in faculty-staff offices if there is no objection by the office occupant.

## CLASS RINGS

Anson Technical College class rings are available to all students. Students wishing to purchase rings should check with the Student Services Offices to find out when orders will be taken. A ring sales representative will be available during specific times of the year which will be announced in advance.

## STUDENT ASSOCIATION

The purpose of this organization is to promote in each student a personal sense of pride and responsibility in the college and to accept his democratic responsibility as an American citizen.

The Student Association acts as an intermediary between the student representing the student to the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. Members of the Student Association are elected annually by the students.

## PHI BETA LAMBDA

Phi Beta Lambda (PBL) is a national organization for those students planning to enter the business world. Students in the Business Administration, Accounting, Secretarial Science, Computer Science, and Marketing & Retailing programs will especially want to join.

The club's aim is to better familiarize its members with business operations and functions and the American Free Enterprise System.

Interested students may join at anytime during the year.





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## **ALUMNI ASSOCIATION**

Each Anson Tech student completing a program or graduating is invited to join the Alumni Association. The aim of the Alumni Association is to keep former students involved in ATC's future activities and growth. Alumni may take advantage of placement services and other post-graduate benefits that are offered.

## **STUDENT CONDUCT**

Students at Anson Technical College are expected to conduct themselves as adults in accordance with generally accepted standards of behavior and decency at all times. The college does not permit the use or the possession of alcoholic beverages or illegal drugs on campus. The college is in accordance with Federal, State, and Local statutes and will cooperate with the respective law enforcement agencies in their enforcement.

Any student subject to dismissal from ATC for disciplinary reasons is entitled to due process, including the right of appeal.

## **STUDENT HOUSING**

The college does not have dormitory facilities. The Dean of Students will assist students in obtaining off campus housing, when requested to do so.

## **COLLEGE CENTER**

The college provides facilities for the convenience of students. Included in the lounge area is a snack area for sandwiches, soft drinks, and candies and an area for study and recreation.

## **HEALTH SERVICES AND FIRST AID**

Emergency First aid kits are maintained in the Student Services Offices as well as each of the shop areas. Injuries requiring more than minor first aid will be referred to local physicians. In case of an emergency, physicians and/or ambulance service may be called at the student's expense to provide necessary medical services.

## STUDENT DUE PROCESS

### INTRODUCTION

Freedom to teach and freedom to learn are inseparable facets of educational freedom. The freedom to learn depends on appropriate opportunities and conditions in the classroom and on campus. Students should exercise their freedom with responsibility and be aware of the penalties that may be invoked by the institution when such exercise is considered in violation of acceptable conduct as noted in the *General Catalog & Student Handbook*.

Any student who fails to comply with the normal and accepted manner of behavior and/or performance while on campus or representing the College, or who acts in a manner so as to interfere with an instructor's ability to conduct class may expect disciplinary procedures to be immediately invoked by his instructor. The instructor alone will determine the nature and degree of disciplinary action necessary to promptly re-establish the desired learning environment or order. The student's right to due process and protection from undue, harsh or unjustified disciplinary action is guaranteed in the following parts of this policy:

### DEFINITION OF TERMS USED

**Class** — An organized body consisting of one or more teachers and one or more students meeting for a specific period of time; a segment of a course.

**Course** — An organized body of material necessary for the teaching of a particular subject and meeting for a specified number of times over a period of eleven (11) weeks of time.

**Curriculum** — Is used for management and educational purposes and is defined as consisting of all courses of instruction which lead to a degree or diploma offered at Anson Technical College.

**President's Advisory Student Committee** — Herein after referred to as the Committee is the institutional review body that presides over disciplinary review hearings and renders recommendation thereon.

**Laboratory** — Room or rooms appropriately equipped and used by students for learning purposes.

**Laboratory Period** — A formalized meeting of one or more instructors and one or more students for a given period of time, usually from one to five hours in length.

**Instructional Period** — A class or laboratory meeting as defined by the instructional schedules.

**Admonition** — An oral or written notice to the student that he or she is in violation of acceptable conduct.

**Censure** — Excluding a student from a particular class assignment, quiz, or exercise, with or without the privilege of making up the same.

**Suspension** — The exclusion of a student from his class, course, curriculum, learning situation or from the activities or facilities of the institution for a specified period of time.

**Expulsion** — The permanent exclusion of a student from all campus activities and facilities.

**Instructor** — Faculty member or other person responsible for the instruction or supervision of college sponsored or sanctioned activities.

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## DISCIPLINARY PROCEDURES

### A. Degrees of and Procedures for Invoking Penalties

Degree	Penalty	Authority and Procedure
1st	Admonition	The instructor may invoke a warning to any student or student group.
2nd	Censure	The instructor may invoke a judgement against a student by revoking his privilege of further participation in that day's class or laboratory activities.
3rd	Suspension from class	The instructor may suspend a student from his class, laboratory or learning situation or from a learning assignment, with or without the privilege of makeup, for a period of time not to exceed three consecutive class meetings. He must immediately notify his Department Head and the Dean of Instruction and the student of his actions in writing.
4th	Suspension from course, curriculum or extracurricular activities	The Dean of Instruction may invoke the penalty of suspension from a course, curriculum or extracurricular activity for a specified period of time. If the suspension from a learning activity exceeds three consecutive class meetings, the Dean will within twenty-four (24) hours notify both the President, the Committee and student of his actions in writing. If this suspension is from extracurricular activities, the Dean may notify the President and the Committee.
5th	Expulsion	Only the Board of Trustees may invoke the penalty of expulsion from the institute under the procedure hereinafter set forth.

B. Reporting of Offenses — Any student, faculty member, or staff member should report incidents of misconduct to the Dean of Instruction.

C. Initial Investigation and Hearing — The Dean of Instruction will confer with the accused and explain to the accused his rights to due process and notify him of his opportunities to explain his conduct and to request a full hearing which should be held within twenty-four (24) hours after notification.

D. Options of the Dean of Instruction — After his investigation and hearing the Dean will have the following options:

1. To drop the charge against the accused.
2. To declare the case closed immediately for lack of evidence.
3. To uphold the disciplinary decisions of the instructor.
4. To admonish that repetition of the questionable conduct may necessitate further discipline.
5. To invoke a disciplinary suspension from extracurricular activities.

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6. To recommend a disciplinary suspension from a class, classes or curriculum.
  7. To recommend disciplinary expulsion from the College.
- E. After Investigation and Hearing — The Dean will notify the President and the Committee of his initial investigation and hearing when the disciplinary action taken results in the student's being suspended for more than three consecutive class sessions or expelled from the College.
- F. Options of the Accused
1. The accused may accept the penalty proposed by the Dean.
    - a. The Dean will in writing identify the claimed misconduct, present a statement of the full penalty proposed and a statement of the student's rights to due process to the accused.
    - b. The accused's signature on such document will indicate his acceptance of the penalty and understanding of his rights, but will not represent an admission of guilt.
  2. The accused may within three school days file with the Chairman of the Committee a request for a hearing and a determination of the recommendation to the President by the Committee.
    - a. The Dean will notify the Committee in writing of the alleged misconduct and the nature of all the evidence.
    - b. A copy will be given to the accused.
- G. The President's Advisory Student Committee
1. The Committee is created to conduct hearings assigned to its jurisdiction.
    - a. The Committee shall be composed of five members.
      1. The Chairman will preside over the hearing.
      2. Five members shall be appointed, including the Chairman, by the President of the College.
  2. Appointments are for one year (September-August 31).
  3. Duties
    - a. The Committee must have a full complement to hear and determine the facts of a case.
    - b. Any member of the Committee who is personally connected with case shall inform the Chairman and shall be disqualified. A replacement shall be appointed as noted in Section G-1.
- H. Hearings and Determination by the Committee
1. Call of Hearing
    - a. Upon receipt of an appeal by the accused or a request of case review by the Dean of Instruction, the Chairman of the Committee will:
      1. Set a time for the hearing.
      2. Notify the accused and the Dean of the time and place.
      3. Make arrangements for recording.
    - b. Such hearing should take place within one calendar week of the time of the notification of the Dean and the accused.
  2. The Hearing
    - a. The Chairman calls the session to order.
    - b. All interested parties take their respective places.
    - c. The Chairman will read the charge against the accused in the presence of the accused.



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- d. The Dean or appointed representative of the College and the accused or his representative have the opportunity to make an opening statement.
  - e. All pertinent information regarding the claimed misconduct will be presented by the Dean or by his representative and/or witnesses of his choice. (Should the representative be an attorney, the Chairman must make this known to the accused at least forty-eight (48) hours before the hearing.)
  - f. The accused or his representative, after hearing all evidence presented, may question the accused and/or witnesses. (Should the representative be an attorney, the accused must make this known to the Chairman at least forty-eight (48) hours before the hearing.)
  - g. The accused or his representative will then have the opportunity to present his case, including all evidence, witness, including a reasonable number of character witnesses (from student body, faculty or staff). The accused may exercise the right to remain silent.
  - h. In the event the accused does not exercise his or her right to remain silent, the Dean will have the right to then question the accused. The Dean shall at all times have the right to question all witnesses presented by the accused.
  - i. The Committee shall then question both the accused (if he hasn't exercised his right to remain silent), and any witnesses.
  - j. The Committee will then clear the room and render a recommendation as to the accused and said determination shall be immediately submitted to the President and the student so notified.
  - k. Failure by the accused to appear at the hearing after due notice thereof will not prevent the Committee from hearing the evidence and making its recommendation to the President.
3. Judgement
- a. A majority vote by the Committee will render a decision to be recommended to the President. Each member of the Committee shall have one vote.

### **APPEAL**

- A. Any accused has the right to appeal in writing to the President of the College within five days after the Committee's recommendation.
  1. The President may:
    - a. Endorse the Committee recommendation.
    - b. Reduce or rescind the Committee recommendation.
    - c. Invoke more severe penalty exclusive of expulsion.
- B. The President has the right to review any Committee recommendation and may adjust same in accordance with A-1 above whether or not an appeal has been filed.
- C. Any accused for any reason shall have the right to appeal from the decision of the President to the Board of Trustees, by filing a notice with the President and the secretary to the Board within ten (10) days from the written notice of President's decision.
- D. The Board of Trustees shall notify the accused, in writing, as to the time, date and place of hearing which date shall not be less than ten (10) days from the date of said notice.
  1. The Board of Trustees may appoint a panel of three of its members to hear

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- said appeal and to make recommendations to the full Board.
2. The Board of Trustees shall make its decision within five (5) days following said hearing either by the full Board or as set forth in D-1 above.
  3. The decision of the Board of Trustees shall be final.
- E. Any recommendation of the President for expulsion shall at all times be submitted to the Board for approval or modification whether or not an appeal has been timely filed.

## **CONSTITUTION OF THE ANSON TECHNICAL COLLEGE STUDENT ASSOCIATION**

### **PREAMBLE**

We, the students of Anson Technical College, do hereby establish the constitution in order to promote unity among the faculty, ourselves, and the community; to maintain high standards of conduct; to establish justice and project the good name and liberties of all; and to preserve an atmosphere of free discussion, inquiry, and self expression that will assure the personal freedom and general well-being of the members.

### **ARTICLE I — NAME**

The organization shall be known as the Anson Technical College Student Association.

### **ARTICLE II — PURPOSE**

The purpose of the Student Association shall be to further the best interests of the college through representation of the student body in matters affecting student life and student affairs, promoting and supervising student organizations and activities, and upholding and interpreting this constitution.

### **ARTICLE III — MEMBERSHIP**

Every regularly enrolled full-time student at Anson Technical College shall be a member of the Student Association. Part-time students who pay the student activity fee will be members of the Association.

### **ARTICLE IV — OFFICERS AND ELECTIONS**

#### **Section 1. Executive Officers.**

The executive officers of the Student Association shall consist of a President, Vice President, Secretary, and a Treasurer.

#### **Section 2. Duties of Executive Officers.**

- a. The president shall serve as the official representative of the student body, shall preside at all meetings of the Student Association, preside at all meetings of the Senate, conduct business meetings using accepted parliamentary procedures, appoint committees which are necessary for the operation of the Student Association and refer approved legislation to the Dean of Students.
- b. The Vice President shall serve as a member of the Senate and shall assume the duties of the President in his absence and as-

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sume the office of president if for any reason the President must vacate his office.

- c. The Secretary shall serve as a member of the Senate and shall maintain a permanent record of minutes of the Student Association and of the Senate meetings, post the minutes of the meetings of both bodies in the College Lounge within one week following each meeting.
- d. The Treasurer shall serve as a member of the Senate and shall serve as chairman of the Budget Committee, present the budget to the Senate for approval, maintain a permanent record of all financial transactions of the Student Association, receive from the treasurer of each club and organization a quarterly financial statement, make quarterly reports to the Student Association and quarterly reports to the Senate, and submit the treasurer's books to the business office to be audited once per quarter or at the request of the business manager or the Senate.

### Section 3. Election of Officers.

- a. The president shall be elected each fall quarter to serve for a period of one academic year.
- b. The following Student Association officers shall be elected each fall quarter to serve for a period of one academic year: President, Vice President, Secretary, and Treasurer.

### Section 4. Senators.

The Senate shall consist of the President, Vice President, Secretary, and Treasurer of the Student Association, and one Senator from each diploma and associate degree program.

### Section 5. Election of Senators.

The allotted senators shall be elected within the first four weeks of the fall quarter and will serve for a period of one academic year.

#### Qualifications of Officers.

A student must maintain a "C" or better and be approved by the Elections Committee in order to hold any office. This committee will consult with the Dean of Students concerning academic averages of nominees.

## **ARTICLE V: LEGISLATIVE SENATE (Hereinafter called the "SENATE")**

Section 1. The senate shall consist of the Executive Officers and Senators of diploma and associate degree programs. Chairmen of standing committees, other than elected officers or representatives, shall be ex-officio members.

Section 2. The senate shall meet twice quarterly. Special meetings may be called by the president, acting president, or the secretary.

- a. Senate meetings and all questions of order shall be conducted according to Robert's Rules of Order — Revised.
- b. Senate meetings shall be open to all members of the student body, faculty, and administration.

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- Section 3. All Legislative powers and duties shall be vested in the Senate. The Senate shall have powers to:
- a. Appropriate funds from the approved student budget for
    1. Student publications
    2. All agencies of the Student Association
    3. All extra-curricular activities under the direct supervision of the Student Association.
  - b. Approve or reject, by majority vote, all appointments made by the president of the Student Association.
  - c. Make laws governing the conduct of all elections.
  - d. Impeach and remove from office any elected student official not fulfilling his duties, by two-thirds majority vote of the Senate.
  - e. Make laws authorizing the president, if necessary, to fill a vacancy in any elected office until the next general election.
  - f. Replace any of its appointed officers, committees, or staff members who do not fulfill their designated duties.
  - g. Require reports from all student organizations.
  - h. Initiate official acts as necessary and proper to promote the general welfare of the student body.
  - i. Appoint an executive chairman if both offices of the president and vice president become vacant.
- Section 4. A two-thirds majority of members present is required to pass all legislative acts. Three-fourths of the Legislative members shall constitute a quorum.

#### **ARTICLE VI: STANDING COMMITTEES**

- Section 1. All Standing committees shall contain not fewer than five members selected by the Senate. Immediately upon its appointment, each standing committee shall hold a meeting for the purpose of selecting a faculty advisor. Members of all standing committees (at minimum membership) must be selected not later than thirty days following the election of officials of the Senate.
- Section 2. The standing committees and their duties shall be:
- a. *Student Services Committee*. It shall be the duty of this committee to plan, arrange, and supervise all Student Association assemblies and activities.
  - b. *Elections Committee*. The Elections Committee shall have charge of all Student Association elections. It shall be the duty of the Elections Committee to designate voting places and provide the necessary election materials. The Elections Committee shall count the ballots and announce the winners' names within one day. Each candidate shall have the privilege of sending one representative to witness the counting of ballots. Further regulations for the conduct of elections may be made by the Elections Committee with the advice and consent of the Senate.
  - c. *Finance Committee*. The Finance Committee shall aid the treasurer in the preparation of the annual budget for presentation to the Senate. This Committee shall also lend assistance to the Treasurer in any manner which the Senate deems advisable. The Finance Committee shall compile a full and complete report of all



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financial receipts and expenditures to be published at the end of each school quarter.

- d. *Publicity Committee.* The Publicity Committee shall release all necessary publicity pertaining to Student Association activities.
- e. *Orientation Committee.* The Orientation Committee shall be appointed in the spring quarter by the Student Association President in consultation with the Dean of Students. This Committee shall consist of seven members representing rising upperclassmen. Co-chairmen are appointed by the Student President, one from the men and one from the women. The Dean of Students shall appoint an advisory representative. The Orientation Committee formulates ways and means for effective orientation of students.

## **ARTICLE VII: PROCEDURE OF ELECTION**

- Section 1. Eligible students may become candidates for office by filing in writing to the Chairman of the Elections Committee. Prior to the nominee being accepted as a candidate for office, the Elections Committee shall obtain from the Student Personnel Director certification of academic eligibility.
- Section 2. Nomination shall be posted on the Student Bulletin board at least one week prior to the date of the election.
- Section 3. For each election, a polling place, time, and date shall be agreed upon by the Elections Committee and shall be announced not later than one week prior to the date of election.
- Section 4. The Elections Committee shall hold at the polls an alphabetical list of eligible voters. The name of each voter shall be checked as he receives his ballot. It shall not be necessary for the ballots to be signed. No ballot shall be numbered. Voting is by secret ballot.
- Section 5. No one shall assist or advise the voter in filling out the ballot except the election managers, who may explain the rules of the election only.
- Section 6. The Elections Committee shall be custodians of the ballot box.
- Section 7. The candidate receiving the simple majority of votes cast shall be named the winner of the elections. In the event of a tie vote, the Elections Committee shall conduct another election for that office.
- Section 8. The newly elected Student Association officers shall take office immediately following elections.

## **ARTICLE VIII: PUBLICATIONS**

- Section 1. The Student Association Publications shall include:
  - a. The YEARBOOK
  - b. The STUDENT HANDBOOK
- Section 2. The editor and business manager of the handbook shall be appointed by the president of the Student Association with the consent of the Legislative Council.
- Section 3. The Student Handbook shall be published each summer quarter.
- Section 4. The editors shall be responsible for their respective publication under the supervision of a faculty advisor.

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## **ARTICLE IX: IMPEACHMENTS**

- Section 1. Any legislative or executive officer may be removed from office by a majority of the following impeachment proceedings.
- Section 2. Grounds for impeachment shall be any demeanor unbecoming a student of this institution, malfeasance of duty and responsibility, or failure to comply with any part of this constitution or its by-laws.
- Section 3. Any member of the Student Association may initiate impeachment proceedings by filing a petition of his grievances signed by twenty percent (20%) of the student body with the Senate.
- Section 4. An individual may not be tried for impeachment twice on the same charge.

## **ARTICLE X: RELATION TO ADMINISTRATION**

- Section 1. Having a desire to bring about and maintain effective communication between the Anson Technical College Student Association and the Administration, it is hereby provided that the officers of the Anson Technical College Student Association meet with the Administration or its representative a minimum of once each quarter or as directed by the College President.
- Section 2. It is hereby recognized that the authority vested in the action taken by the Anson Technical College Student Association and its executive and legislative branches must be approved by the Board of Trustees of Anson Technical College or its duly authorized administrative agent.

## **ARTICLE XI: AMENDMENTS**

- Section 1. Amendments to the Constitution may be proposed by twenty percent (20%) of the total membership of the Student Association or by faculty or administrative suggestion.
- Section 2. The proposed constitutional amendment must be announced to the Student Government at least two (2) weeks prior to the referendum election which shall be held not later than three (3) weeks after the petition has been approved by the legislative Senate. Two-thirds of the votes cast in the referendum must be in the affirmative for the ratified amendment to become part of this constitution.

## **ARTICLE XII: RATIFICATION**

- Section 1. This constitution will take effect immediately upon ratification.
- Section 2. Ratification will be accomplished by:
- a. A simple majority vote for the study body voting at a special campus election.
  - b. Any full-time or part-time student (paying student activity fee) enrolled and in good standing at Anson Technical College.

## ***Learning Resources Center***

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## ***Educational Programs***

## **LEARNING RESOURCES CENTER**

The Learning Resources Center is an integral and important component of the total institution and, as such, operates within the framework of the philosophy and purposes of the institution to provide services which are pertinent to those purposes. The four service areas of the Learning Resources Center are the Library, Audiovisual Support, Instructional Development Services, and the Learning Skills Center.

### **Library Services**

The library is located in the Learning Resources Center on both the Smith Campus and the L. L. Polk Campus. There are approximately 19,000 books and 250 periodicals that provide a wide range of information which supports the educational programs of the institution. Although the library collection is not community-oriented, the Library is open to anyone who wishes to use it. In-house use of library materials is unrestricted, although a patron must be at least eighteen years of age or a student at Anson Tech to check out material for home use.

The Library, through contract with the North Carolina State Library, participates in an interlibrary loan program of book media and a 16 mm film program. All circulating materials belonging to the state library collection or to any participating institution in the state are available through interlibrary loan to all patrons of the Library.

### **Audiovisual Support Services**

To support and enhance the educational programs of the institution and to complement the learning styles of the users, over 1600 items of audiovisual software are available. This ever growing collection includes microfilm, filmstrips, disc recordings, slides, videotapes, and cassettes. The equipment needed to show or view these various media is available at each campus.

### **Instructional Development Services**

Assistance in selecting and developing media to enhance the classroom learning experience is provided in the Learning Resources Center. Instructors are encouraged to work with LRC personnel to choose instructional material that is best suited to the needs of the students and the instructional situation. These services include accessing locally available software and that owned by other loaning agencies and provided assistance in the production of locally produced media.

### **Learning Skills Center**

The Learning Skills Center plays an important part in the total instructional program. The center offers instruction which presents the material to be learned in small, sequential steps which move gradually from basic and easily learned knowledge to the more difficult.

A variety of programs and courses, both credit and non-credit, are available. These programs and courses provide a variety of services: there is a place for the already prepared students who strive for personal enhancement; the underprepared students who want to strengthen their academic skills; those students who wish to complete their high school education. There is also a place for those students taking college credit courses. These students complete



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registration and pay tuition fees according to the number of credit hours for which they register.

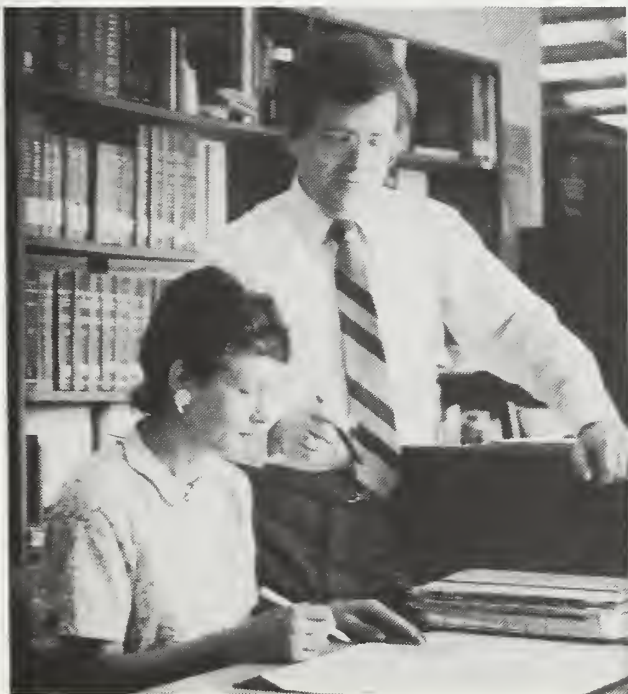
The learning lab, a part of the Learning Skills Center, is open to adults for A.B.E. (Adult Basic Education) study, to adults who wish to study for or take the GED (a high school equivalency test), and to college students who need to strengthen skills in a wide variety of areas. The Learning Resources Center personnel are available to help each student find his present level of learning before placing him in an individualized program for self-instruction. Adults may prepare for the high school examination, improve skills used on the job, or study subjects for personal advancement. High school graduates can find review and refresher programs designed to make the transition to college and technical level work easier.

### GED TESTING

An adult who did not complete his high school education may take the Test of General Educational Development (GED) and demonstrate his general educational competence. After successfully completing the GED a certificate is awarded by the State Board of Education. This certificate is recognized and generally accepted as equivalent to a high school diploma.

Persons who are not high school graduates may apply to take the GED if they are 18 years of age and are residents of the state.

Anson Technical College is an official GED Testing Center. Persons wishing to study for or take the GED may attend the Learning Lab at either campus. To test, it is necessary to make an appointment. A \$5.00 testing fee and positive identification are required of all first time examinees.



## **EDUCATIONAL PROGRAMS**

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### **ASSOCIATE IN APPLIED SCIENCE DEGREE**

Accounting  
Air Conditioning, Heating and Refrigeration Technology  
Business Administration  
Business Computer Programming  
Commercial Art and Advertising Design  
General Education  
General Office  
Industrial Maintenance Technology  
Marketing and Retailing  
Mechanical Drafting and Design Technology  
Photography Technology  
Secretarial — Executive  
Secretarial — Legal  
Secretarial — Medical  
Social Service Associate  
Teacher Associate

Students successfully completing the required hours in these curriculums are awarded an Associate in Applied Science or an Associate in General Education Degree.





The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

### JOB OPPORTUNITIES

#### Entry Level

Accountant  
Estimator  
Bookkeeper I  
Bookkeeping-Machine Operator I  
Accounting Clerk

#### Advanced Level

Budget Accountant  
Cost Accountant  
Property Accountant  
Systems Accountant  
Bookkeeper II  
Bookkeeping-Machine Operator II





## ACCOUNTING

			Contact Hours	Credit Hours
<b>I. SPECIALTY REQUIREMENT: 58 credit hours required</b>				
BUS	101	Introduction to Business	3	3
BUS	110	Office Machines	5	3
BUS	115	Business Law	3	3
BUS	116	Business Low	3	3
BUS	120	Accounting Principles I	5	5
BUS	121	Accounting Principles II	5	5
BUS	122	Accounting Principles III	5	5
BUS	123	Business Finance	3	3
BUS	124	Business Finance	3	3
BUS	222	Intermediate Accounting I	5	5
BUS	223	Intermediate Accounting II	5	5
BUS	225	Cost Accounting	5	5
BUS	229	Income Taxes	5	5
BUS	231	Auditing	5	5
<b>II. RELATED REQUIREMENT: 33 credit hours required</b>				
BUS	102	Basic Typewriting	5	4
Bus	220	Payroll Accounting	3	3
BUS	247	Business Insurance	3	3
EDP	102	Micracomputer Operations	3	2
EDP	104	Introduction to Data Processing	5	4
ECO	102	Economics I	3	3
ECO	104	Economics II	3	3
ECO	108	Personal Money Management I	3	3
ECO	109	Personal Money Management II	3	3
MAT	110	Business Mathematics	5	5
<b>III. GENERAL EDUCATION REQUIREMENT: 19 credit hours required</b>				
ENG	101	Grammar	3	3
ENG	102	Composition	3	3
ENG	203	Communications	3	3
ENG	204	Oral Communications	3	3
PSY	101	Introductory Psychology	5	5
*RDG	101	College Reading	2	2

### ELECTIVES: 5 credit hours required

Select from Business Courses which are not Specialty Requirements. See Course Descriptions section of this catalog for selection.

**TOTAL CREDIT HOURS REQUIRED**

**115**

\*The student is required to take prerequisite RDG 091 before RDG 101.

# **AIR CONDITIONING, HEATING, & REFRIGERATION TECHNOLOGY (T-036)**

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The Air Conditioning, Heating, and Refrigeration Technology curriculum develops an understanding of the principles involved in designing, planning, installing, operating, troubleshooting and organizing maintenance of climate control equipment and systems. Graduates of the Air Conditioning, Heating, and Refrigeration Technology curriculum should be able to assist in planning installations, designing systems, and organizing maintenance and work scheduling. In addition, they should be able to assist in installing, servicing, and operating environmental control systems in residential and commercial establishments. Job opportunities exist with companies that specialize in residential, commercial and industrial air conditioning, heating, and refrigeration systems, design, installation and service. The graduate should be able to assist in designing mechanical equipment, ductwork, and electrical controls required in residential and commercial projects. With experience the graduate should be able to design various air conditioning, heating and refrigeration systems and function efficiently in working with systems designers, engineers, mechanics, sales engineers and others in the field. The technician may be employed in areas of systems design, engineering assistance, estimating, sales, maintenance scheduling installation and service management in the growing field of air conditioning, heating and cooling.

## **JOB OPPORTUNITIES**

Environmental Control System  
Installer-Servicer  
Refrigeration Technician  
Air Conditioning and Heating Technician  
H.V.A.C. Engineering Assistant  
H.V.A.C. Sales Technician



## AIR CONDITIONING, HEATING AND REFRIGERATION TECHNOLOGY

			Contact Hours	Credit Hours
I. SPECIALTY REQUIREMENT: 76 credit hours required				
AHR	1215	Fundamentals of Heating	8	4
AHR	1220	Refrigeration Electrical Systems	8	4
AHR	1221	Refrigeration Systems	12	6
AHR	1222	Dam/Cam Refrigeration Installation & Servicing	12	6
AHR	1223	Air Conditioning Systems	12	6
AHR	1224	Air Conditioning & Refrigeration Troubleshooting	12	6
AHR	1225	Duct Design and Installation	8	4
AHR	1226	All Year Comfort Systems	8	4
AHR	1228	Automatic Controls	8	4
AHR	1230	Forced Air Heating Systems	4	2
AHR	2211	Heating Systems	9	5
AHR	2212	Residential and Commercial A/C Systems	9	5
AHR	2213	All Weather Systems-Heat Pumps	7	5
AHR	2214	Residential and Commercial Air Distribution	9	5
AHR	2215	Hydronic Heating Systems	5	3
AHR	2216	Solar Heating Systems	5	3
AHR	2217	Job Planning and Estimating	8	4

### II. RELATED REQUIREMENT: 24 credit hours required

Students may choose 24 credit hours from the following courses:

‡Indicates course is required

BUS	101	Introduction to Business	3	3
BUS	115	Business Law	3	3
BUS	235	Business Management	3	3
BUS	236	Small Business Management	3	3
‡EDP	101	Microcomputer Operations	3	2
*MAT	101	Technical Math	5	5
PHY	100	Physics: Properties of Matter	5	4
PHY	102	Physics: Work, Energy, Power	4	3
PHY	103	Physics: Electricity	5	4
DFT	101	Technical Drafting	5	4
WLD	1103	Refrigeration Welding	4	2

### III. GENERAL EDUCATION REQUIREMENT: 24 credit hours required

ENG	101	Grammar	3	3
ENG	102	Composition	3	3
ENG	203	Communications	3	3
ENG	204	Oral Communications	3	3
*RDG	101	College Reading	3	2
PSY	101	Introductory Psychology	5	5
SOC	201	Introduction to Sociology	5	5

TOTAL CREDIT HOURS REQUIRED

124

\*The student is required to take prerequisite MAT 091 before MAT 101 and RDG 091 before RDG 101.

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world — its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

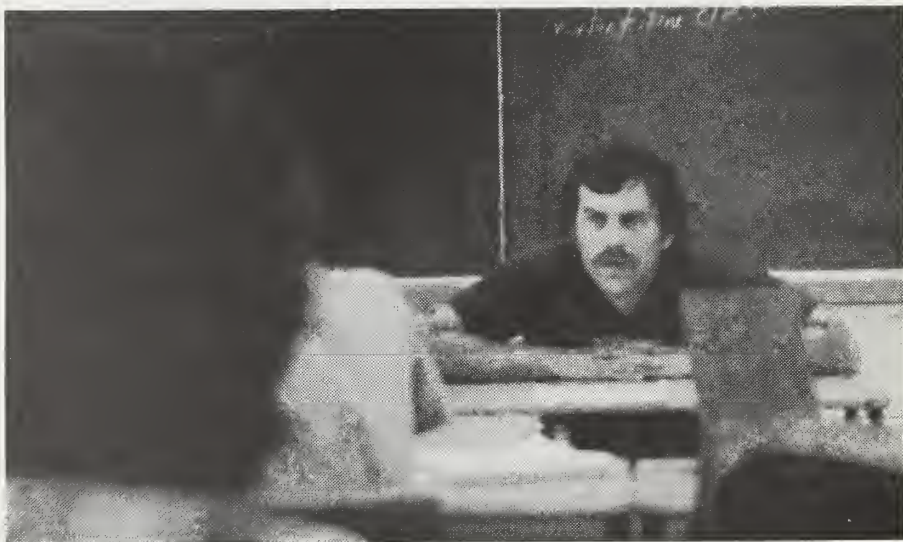
### **JOB OPPORTUNITIES**

#### **Entry Level**

Purchasing Agent  
Sales Manager  
Public-Relations Representative  
Sales-Service Promoter  
Training Representative  
General Supervisor  
Credit Card Operations Manager  
Operations Officer  
Loan Officer  
Volunteer Services Supervisor  
Customer Services Manager  
Residence Supervisor

#### **Advanced Level**

Personnel Manager  
Credit & Collection Manager  
Customer Service Manager  
Branch Manager  
Production Superintendent  
Traffic Manager  
Credit Union Manager  
Housing Project Manager  
Market Manager  
Loan Counselor  
Office Manager  
Department Manager  
Warehouse Manager





## BUSINESS ADMINISTRATION

### I. SPECIALTY REQUIREMENT: 57 credit hours required

			Contact Hours	Credit Hours
BUS	101	Introduction to Business	3	3
BUS	115	Business Law	3	3
BUS	116	Business Law	3	3
BUS	120	Accounting Principles I	5	5
BUS	121	Accounting Principles II	5	5
BUS	122	Accounting Principles III	5	5
BUS	123	Business Finance	3	3
BUS	124	Business Finance	3	3
BUS	232	Sales Development	3	3
BUS	233	Personnel Management	3	3
BUS	234	Personnel Problems	3	3
BUS	235	Business Management	3	3
BUS	239	Marketing	3	3
BUS	243	Advertising	3	3
BUS	247	Business Insurance	3	3
BUS	248	Business Insurance	3	3
BUS	272	Principles of Supervision	3	3

### II. RELATED REQUIREMENT: 35 credit hours required

BUS	102	Basic Typewriting	5	4
BUS	110	Office Machines	5	3
BUS	229	Income Taxes	5	5
EDP	102	Microcomputer Operations	3	2
EDP	104	Introduction to Data Processing	5	4
ECO	102	Economics I	3	3
ECO	104	Economics II	3	3
ECO	108	Personal Money Management I	3	3
ECO	109	Personal Money Management II	3	3
MAT	110	Business Mathematics	5	5

### III. GENERAL EDUCATION REQUIREMENT: 19 credit hours required

ENG	101	Grammar	3	3
ENG	102	Composition	3	3
ENG	203	Communications	3	3
ENG	204	Oral Communications	3	3
PSY	101	Introductory Psychology	5	5
*RDG	101	College Reading	3	2

#### ELECTIVES: 5 credit hours required

Select from Business Courses which are not Specialty Requirements. See Course Description section of this catalog for selection.

TOTAL CREDIT HOURS REQUIRED

116

\*The student is required to take prerequisite RDG 091 before RDG 101.

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

## **JOB OPPORTUNITIES**

### **Entry Level**

Computer Programmer  
Computer Programmer Trainee  
Information Systems Programmer  
Process Control Programmer  
Detail Programmer

### **Advanced Level**

Data Processing Manager/Supervisor  
Computer Operations  
Manager/Supervisor  
Chief Business Programmer  
Data Processing Programmer/Analyst



## BUSINESS COMPUTER PROGRAMMING

### I. SPECIALTY REQUIREMENT: 65 credit hours required

			Contact Hours	Credit Hours
#EDP	102	Microcomputer Operations	3	2
#EDP	104	Introduction to Data Processing	5	4
#EDP	107	Computer Programming Logic and Techniques	4	3
#EDP	109	BASIC Language Programming I	6	4
#EDP	110	BASIC Language Programming II	6	4
EDP	111	COBOL I	6	4
EDP	112	COBOL II	6	4
#EDP	121	Computer Mathematics	4	4
#EDP	131	File and Data Base Operations	3	3
#EDP	160	Computer Operations I	5	3
#EDP	207	RPG II	6	4
#EDP	214	Computer Systems I	4	3
#EDP	216	Data Processing Applications	5	3
EDP	217	Software Applications	3	2
#BUS	101	Introduction Business	3	3
#BUS	120	Accounting Principles I	5	5
#BUS	121	Accounting Principles II	5	5
BUS	225	Cost Accounting	5	5

### II. RELATED REQUIREMENT: 26 credit hours required

BUS	115	Business Law	3	3
#BUS	102	Basic Typewriting	5	4
BUS	123	Business Finance	3	3
#BUS	235	Business Management	3	3
BUS	239	Marketing	3	3
ECO	102	Economics I	3	3
ECO	104	Economics II	3	3
#MAT	110	Business Mathematics	5	5

### III. GENERAL EDUCATION REQUIREMENT: 19 credit hours required

#ENG	101	Grammar	3	3
#ENG	102	Composition	3	3
#ENG	203	Communications	3	3
#ENG	204	Oral Communications	3	3
PSY	101	Introductory Psychology	5	5
*RDG	101	College Reading	3	2

### IV. ELECTIVES: 4 credit hours required

Select from Business Courses which are not Specialty Requirements. See Course Descriptions section of this catalog for selection.

TOTAL CREDIT HOURS REQUIRED

115

\*The student is required to take prerequisite RDG 091 before RDG 101.

#Students successfully completing all courses marked with "\*" may be awarded a Business Computer Programming diploma.

Students in the Commercial Art and Advertising Design curriculum study advertising, illustration, layout, typography, design, photography, graphic communication, and production.

Commercial artists and advertising designers create and design layouts and art work for print and audiovisual media. They may design and prepare letterheads, brochures, illustrations, and art for publication; produce package design; and prepare lettering, type, and art for print and audiovisual media.

Job opportunities for graduates of this program may be in art and design studios, advertising agencies, department stores, industrial advertising departments, government agencies, television and film studios, and the printing and publishing industry.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Commercial Artist  
Graphic Designer/Artist  
Paste-Up/Mechanical Artist  
Layout Artist  
Illustrator  
Graphic Arts Technician  
Exhibit/Display Designer  
Package Designer  
Media Technician

#### **Advanced Level**

Art Director  
Art Production Coordinator





## COMMERCIAL ART & ADVERTISING DESIGN

### SPECIALTY REQUIREMENT — 81 credit hours required

			Contact Hours	Credit Hours
CAT	105	Basic Drawing	5	3
CAT	106	Figure Drawing	5	3
CAT	121	Design I	5	3
CAT	122	Design II	5	3
CAT	123	Color Theory I	5	3
CAT	124	Color Theory II	5	3
CAT	131	Advertising Design	4	3
CAT	137	Cartooning	5	3
CAT	201	Typography and Lettering	4	3
CAT	202	Typography and Lettering Aids	4	3
CAT	203	Airbrush Art	4	3
CAT	205	Advanced Drawing	5	3
CAT	206	Publication Design	4	3
CAT	211	Copy Writing	4	3
CAT	212	Three Dimension Perspective	4	3
CAT	213	Portfolio	4	2
CAT	214	Advertising as a Business	3	2
CAT	215	Mechanical Layout	4	3
CAT	250	Advertising Illustration	5	3
CAT	282	Color Illustration	5	3
PRN	201	Printing Processes	4	3
PRN	220	Screen Printing Processes	4	3
ART	205	History and Appreciation of Art	5	5
DFT	101	Technical Drafting	5	3
PHO	116	Basic Photography	5	3
PHO	212	Commercial Product Photography	5	3
PHO	224	Photographic Illustration	4	3

### RELATED REQUIREMENT: 16 credit hours required

BUS	239	Marketing	3	3
BUS	236	Small Business Management	3	3
ENG	203	Communications	3	3
MAT	101	Technical Mathematics	5	5
EDP	102	Microcomputer Operations	3	2

### GENERAL EDUCATION REQUIREMENT: 21 credit hours required

ENG	101	Grammar	3	3
ENG	102	Composition	3	3
ENG	204	Oral Communications	3	3
*RDG	101	College Reading	3	2
PSY	101	Introduction to Psychology	5	5
SOC	201	Introduction to Sociology	5	5
TOTAL CREDIT HOURS REQUIRED			118	

\*The student is required to take prerequisite RDG 091 before RDG 101.

## **GENERAL EDUCATION DEGREE (G-020)**

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Students have three available options to them under the General Education Program. First is the option to complete 48 hours from the General Education offering along with an additional 48 hours from either General Education offerings or any other Associate Degree Program offered by ATC.

The second option is the Service Agency Option, designed for students who are specifically interested in preparing themselves for employment in various social agencies such as hospitals, schools, correctional institutions or other public agencies.

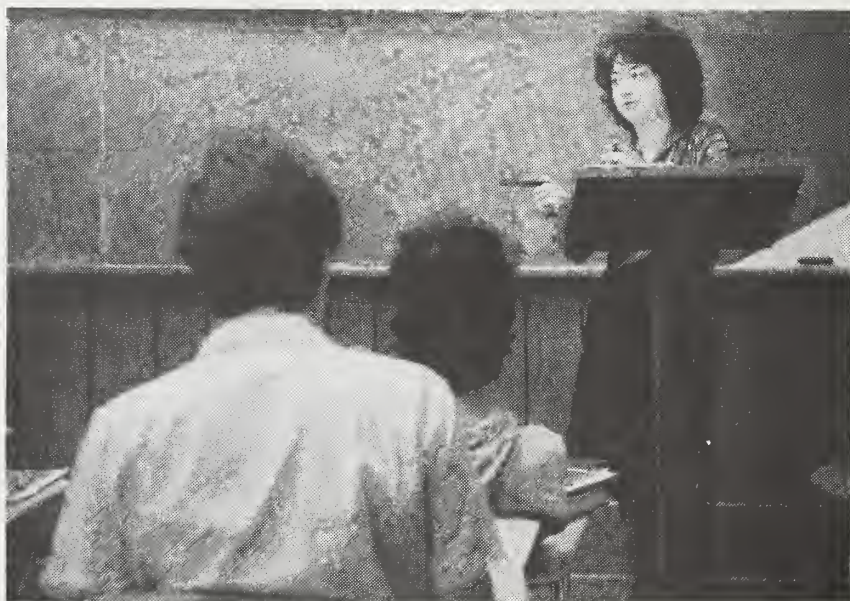
The third option is the Major in General Education, designed for students as a course of study parallel to the first two years of Baccalaureate degree. After completing 96 hours, the student can transfer to a four year college or university to complete his or her Bachelor's Degree.

To major in General Education, the student must complete the minimum requirements in Mathematics, Science, Special Science, English and History. Then he or she can select from the other General Education courses the remaining number of hours needed to equal 96.

Anson Technical College has direct transfer agreements with the following institutions of higher education in North Carolina:

Campbell University  
Fayetteville State University  
Gardner Webb College  
Livingstone College  
Methodist College  
North Carolina A & T State University  
North Carolina Central University

North Carolina Wesleyan College  
Pembroke State University  
Pfeiffer College  
Shaw University  
Warren Wilson College  
Wingate College  
Winston-Salem State University



## MAJOR IN GENERAL EDUCATION

			LEC.	LAB	CR.
<b>I. MATHEMATICS: Minimum 5 credit hours required</b>					
MAT	102	Mathematics for Elementary School Teachers	5	0	5
MAT	105	Introduction to College Mathematics	5	0	5
MAT	107	College Algebra	5	0	5
MAT	108	College Trigonometry	5	0	5
<b>II. SCIENCE: Minimum 5 credit hours required</b>					
PHY	101	Basic Physical Science	5	2	6
BIO	101	General Biology I	5	2	6
BIO	102	General Biology II	5	2	6
GEO	201	Principles of Geography	5	0	5
CHM	101	General Descriptive Chemistry I	5	0	5
<b>III. FINE ARTS AND FOREIGN LANGUAGE</b>					
ART	205	History and Appreciation of Art	5	0	5
MUS	230	Introduction to the Appreciation of Music	5	0	5
SPA	101	Beginning Spanish	5	0	5
SPA	102	Intermediate Spanish	5	0	5
<b>IV. SOCIAL SCIENCE: Minimum 5 credit hours required</b>					
ECO	201	Principles of Economics I	5	0	5
ECO	202	Principles of Economics II	5	0	5
POL	202	American National Government	5	0	5
PSY	101	Introductory Psychology	5	0	5
PSY	102	Developmental Psychology	5	0	5
SOC	201	Introduction to Sociology	5	0	5
<b>V. HEALTH AND PHYSICAL EDUCATION</b>					
PE	101	General Physical Education	2	0	2
PE	215	Individual Sports	2	0	2
HEA	101	Personal Health and Hygiene	3	0	3
BIO	301	Multimedia First Aid and CPR	0	2	1
<b>VI. ENGLISH-LITERATURE: Minimum 10 credit hours required</b>					
ENG	105	Composition I	5	0	5
ENG	106	Composition II	5	0	5
ENG	205	World Literature I	5	0	5
ENG	207	Major American Authors	5	0	5
SPE	101	Speech Fundamentals	5	0	5
*RDG	101	College Reading	1	2	2
<b>VII. HISTORY: Minimum 10 credit hours required</b>					
HIS	205	World Civilization I	5	0	5
HIS	206	World Civilization II	5	0	5
HIS	207	American History I	5	0	5
HIS	208	American History II	5	0	5
TOTAL CREDIT HOURS REQUIRED					96

\*The student is required to take prerequisite developmental RDG 091 before RDG 101. RDG 101 is required for graduation.

## **GENERAL OFFICE (T-033)**

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The purposes of the General Office curriculum are to: (1) prepare the individual to enter clerical-office occupations, (2) provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Business Machine Operator  
Data Typist  
Clerk-Typist  
Typist  
Payroll Clerk  
File Clerk I  
General Office Clerk  
Posting Clerk  
General Clerk  
Appointment Clerk  
Receptionist

#### **Advanced Level**

Transcribing Machine Operator  
Supervisor  
Duplicating Machine Operator III  
Automatic Typewriter Operator  
File Clerk II  
Billing Typist  
Accounting Clerk  
Correspondence Clerk  
Administrative Clerk  
Personnel Clerk





## GENERAL OFFICE

			Contact Hours	Credit Hours
I. SPECIALTY REQUIREMENT: 52 credit hours required				
#BUS	102	Basic Typewriting I	5	4
#BUS	103	Intermediate Typewriting	5	4
#BUS	104	Advanced Typewriting	5	4
BUS	105	Professional Typewriting	5	4
#BUS	110	Office Machines	5	3
#BUS	112	Records Management	3	3
#BUS	180	Secretarial English	5	5
#BUS	209	Machine Transcription I	4	3
#BUS	210	Machine Transcription II	4	3
BUS	211	Machine Transcription III	4	3
#BUS	215	Office Procedures	5	4
BUS	238	Sales and Inventory Procedures	3	3
BUS	271	Office Management	3	3
#BUS	273	Introduction to Word Processing	3	3
#BUS	274	Word Processing Applications	4	3
II. RELATED REQUIREMENT: 36 credit hours required				
BUS	101	Introduction to Business	3	3
BUS	115	Business Law	3	3
#BUS	118	Basic Secretarial Accounting	5	5
#BUS	119	Advanced Secretarial Accounting	5	5
#BUS	220	Payroll Accounting	3	3
#EDP	102	Microcomputer Operations	3	2
EDP	104	Introduction to Data Processing	5	4
ECO	108	Personal Money Management I	3	3
ECO	109	Personal Money Management II	3	3
#MAT	110	Business Mathematics	5	5
III. GENERAL EDUCATION REQUIREMENT: 19 credit hours required				
ENG	101	Grammar	3	3
#ENG	102	Composition	3	3
#ENG	203	Communications	3	3
ENG	204	Oral Communications	3	3
PSY	101	Introductory Psychology	5	5
*RDG	101	College Reading	3	2
TOTAL CREDIT HOURS REQUIRED				107

\*The student is required to take prerequisite RDG 091 before RDG 101.

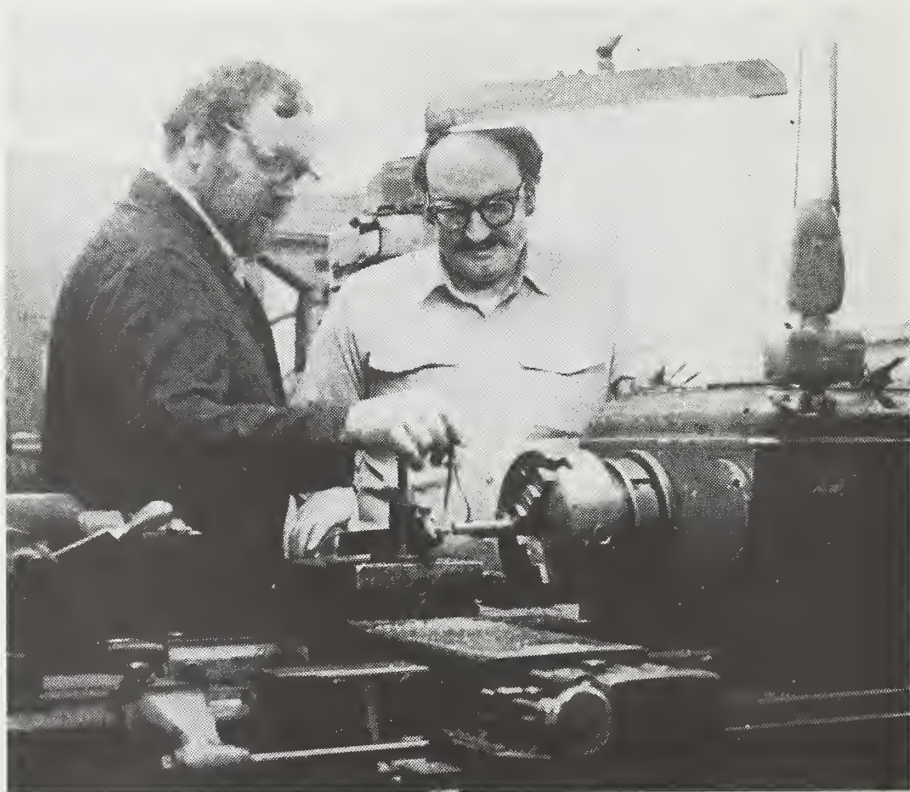
#Students successfully completing all courses marked with "\*" plus at least 3 additional credits from the Specialty or Related courses may be awarded a General Office Technology diploma.

The Industrial Maintenance Technology curriculum is designed specifically to teach individuals to maintain, repair and service sophisticated production equipment such as automated and numerically controlled machines used by industry. Training in theory and practical skills will provide the knowledge needed to inspect, diagnose, repair and install industrial, electrical and mechanical equipment.

The curriculum is structured to provide employable skills early in the program in areas such as welding, machine shop, hydraulics and pneumatics, metallurgy and electricity. Students who demonstrate leadership qualities, aptitude and interest in the field may continue the second year of the program to study maintenance management, rigging, material handling, quality control and supervision.

### **JOB OPPORTUNITIES**

Maintenance Repairer, Factory or Mill  
Powerhouse Mechanic  
Millwright  
Maintenance Electrician  
Maintenance Mechanic  
Stationary Engineer Apprentice



## INDUSTRIAL MAINTENANCE TECHNOLOGY

			Contact Hours	Credit Hours
<b>I. SPECIALTY REQUIREMENT: 65 credit hours required</b>				
AHR	101	Air Conditioning & Refrigeration	6	4
AHR	1220	Refrigeration Electrical Systems	8	4
DFT	105	Blueprint Reading & Sketching	3	1
ELC	115	Alternating & Direct Current	8	4
ELC	116	Alternating & Direct Current Machine Controls	8	4
ELC	119	Industrial Electronic Control	8	4
ELC	120	Electrical Trouble-Shooting	5	4
ISC	102	Industrial Safety	3	3
MEC	101	Machine Processes	7	3
MEC	102	Machine Processes	7	3
MEC	210	Physical Metallurgy	6	4
MEC	214	Shop Practice	7	3
MEC	235	Hydraulics and Pneumatics	6	4
MEC	298	Mechanical Problem Solving	5	3
MEC	299	General Maintenance and Repair	5	3
PLU	111	Plumbing Pipework	12	6
WLD	120	Welding, Oxyacetylene	4	2
WLD	121	Arc Welding	7	3
WLD	221	Commercial and Industrial Practice	5	3
<b>II. RELATED REQUIREMENT: 32 credit hours required</b>				
ELC	1320	National Electrical Code — Commercial	3	3
*MAT	101	Technical Mathematics	5	5
MAT	103	Technical Mathematics	5	5
BUS	235	Business Management	3	3
BUS	236	Small Business Management	3	3
BUS	272	Principles of Supervision	3	3
EDP	102	Microcomputer Operations	3	2
AHR	1230	Forced Air Heating Systems	4	2
ELC	1226	Commercial & Industrial Wiring	12	6
<b>III. GENERAL EDUCATION REQUIREMENT: 21 credit hours required</b>				
ENG	204	Oral Communications	3	3
ENG	101	Grammar	3	3
ENG	203	Communications	3	3
PSY	101	Introductory Psychology	5	5
SOC	201	Introduction to Sociology	5	5
*RDG	101	College Reading	3	2
<b>TOTAL CREDIT HOURS REQUIRED</b>				<b>118</b>

\*The student is required to take prerequisite RDG 091 before RDG 101 and MAT 091 before MAT 101.

The Marketing and Retailing curriculum is designed to prepare the individual for entry into middle-management positions in various marketing and retailing businesses and industries. This purpose will be fulfilled through study and application in areas such as marketing and merchandising techniques, management, selling, advertising, retailing and credit and collection procedures.

Through knowledge and skills the individual will be able to perform marketing and distribution activities and through the development of personal competencies and qualities will be provided the opportunity to enter an array of marketing and distribution jobs.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Display Person  
General Salesperson  
Assistant Buyer  
Junior Executive  
Trainee Manager

#### **Advanced Level**

Advertising Manager  
Display Manager  
Store Manager I  
Buyer I  
Department Manager  
Merchandise Manager





## MARKETING & RETAILING

			Contact Hours	Credit Hours
I. SPECIALTY REQUIREMENT: 54 credit hours required				
BUS	101	Introduction to Business	3	3
BUS	115	Business Law	3	3
BUS	120	Accounting Principles I	5	5
BUS	121	Accounting Principles II	5	5
BUS	122	Accounting Principles III	5	5
BUS	123	Business Finance	3	3
BUS	124	Business Finance	3	3
BUS	232	Sales Development	3	3
BUS	233	Personnel Management	3	3
BUS	239	Marketing	3	3
BUS	240	Marketing Problems	3	3
BUS	241	Sales Promotion Management	3	3
BUS	243	Advertising	3	3
BUS	245	Retailing	3	3
BUS	247	Business Insurance	3	3
BUS	249	Buying and Merchandising	3	3

### II. RELATED REQUIREMENT: 35 credit hours required

BUS	102	Basic Typewriting	5	4
BUS	110	Office Machines	5	3
BUS	225	Cost Accounting	5	5
EDP	102	Microcomputer Operations	3	2
EDP	104	Introduction to Data Processing	5	4
ECO	102	Economics I	3	3
ECO	104	Economics II	3	3
BUS	116	Business Law	3	3
BUS	248	Business Insurance	3	3
MAT	110	Business Mathematics	5	5

### III. GENERAL EDUCATION REQUIREMENT: 19 credit hours required

ENG	101	Grammar	3	3
ENG	102	Composition	3	3
ENG	203	Communications	3	3
ENG	204	Oral Communications	3	3
PSY	101	Introductory Psychology	5	5
*RDG	101	College Reading	3	2

### IV. ELECTIVES: 6 credit hours required

Select from Business Courses which are not Specialty Requirements. See Course Descriptions section of this catalog for selection.

TOTAL CREDIT HOURS REQUIRED 114

\*Students are required to take prerequisite RDG 091 before RDG 101.

The Mechanical Drafting and Design curriculum prepares mechanical draftsmen. Emphasis is placed upon ability to think and plan, as well as upon drafting procedures and techniques used by mechanical draftsmen.

Mechanical drafting and design technicians perform many aspects of drafting, such as developing the drawing of a section, subassembly or major component. Investigating design factors and availability of materials and equipment, production methods and facilities are frequent assignments. They assist in the design of units and control from specifications by utilizing drawings of existing units and reports on functional performance. They may draw components in industrial fields based on engineers' original design concepts or specific ideas. Also, they may be assigned as coordinators for the execution of related work or other design, production, tooling, material and planning groups. Technicians with experience in this classification may often supervise the preparation of working drawings. These technicians are employed in many types of manufacturing, fabrication, research development and service industries. Substantial numbers also are employed in communications; transportation; public utilities; consulting engineering firms; and federal, state and local governments.

### **JOB OPPORTUNITIES**

Mechanical Engineering Technician  
Mechanical Technician  
Tool Design Drafter  
Mechanical Drafter  
Electromechanisms Design Drafter  
Detailer  
Casting's Drafter  
Patent Drafter  
Detail Drafter  
Mechanical Equipment Engineering Assistant  
Mechanical Design Technician  
Die Designer



## MECHANICAL DRAFTING AND DESIGN TECHNOLOGY

			Contact hours	Credit Hours
<b>SPECIALTY REQUIREMENT — 62 contact hours required</b>				
DFT	101	Technical Drafting	5	3
DFT	102	Technical Drafting	5	3
DFT	104	Blueprint Reading: Mechanical	3	1
DFT	110	Technical Drawing	11	5
DFT	120	Technical Drawing	11	5
DFT	130	Technical Drawing	11	5
DFT	201	Technical Drawing	11	5
DFT	204	Descriptive Geometry	6	4
DFT	205	Design Drafting I	11	5
DFT	206	Design Drafting II	11	5
DFT	211	Mechanisms	6	4
MEC	101	Machine Processes	7	3
MEC	102	Machine Processes	7	3
MEC	210	Physical Metallurgy	6	4
MEC	235	Hydraulics and Pneumatics	6	4
MEC	298	Mechanical Problem Solving	5	3

### RELATED REQUIREMENT: 37 credit hours required

EDP	102	Micracomputer Operations	3	2
BUS	236	Small Business Management	3	3
MAT	101	Technical Math	5	5
CAT	121	Design I	5	3
CAT	212	Three Dimensional Perspective	4	3
MAT	107	College Algebra	5	5
MAT	108	College Trigonometry	5	5
PHY	100	Physics: Properties of Matter	5	4
PHY	102	Physics: Work, Energy, Power	4	3
PHY	103	Physics: Electricity	5	4

### GENERAL EDUCATION REQUIREMENT — 19 credit hours required

ENG	101	Grammar	3	3
ENG	102	Composition	3	3
*RDG	101	College Reading	3	2
ENG	203	Communications	3	3
ENG	204	Oral Communications	3	3
PSY	101	Introductory Psychology	5	5

TOTAL CREDIT HOURS REQUIRED

118

\*The student is required to take prerequisite RDG 091 before RDG 101.

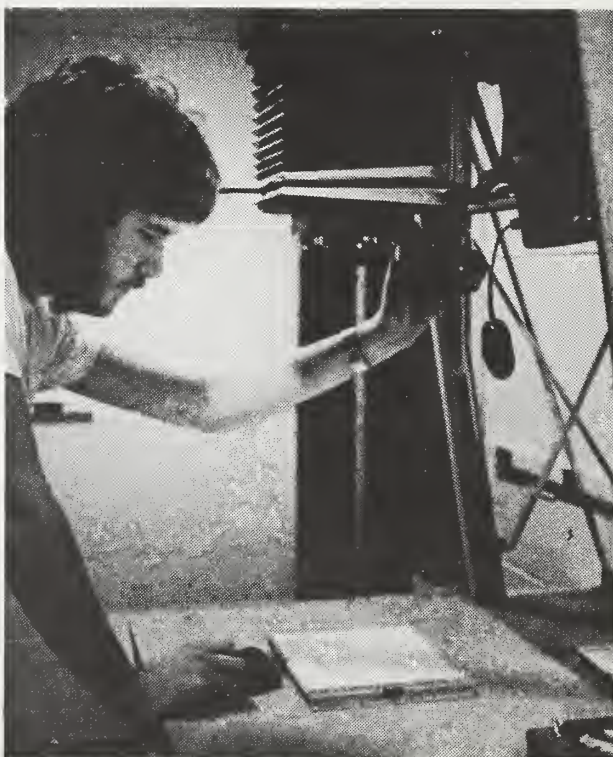
The Photography Technology curriculum offers comprehensive training in photographic technique and its application in a major professional area.

Special emphasis is placed on skills and knowledge in the following areas: black-and-white and color photography, studio procedures, laboratory procedures, laboratory production and quality control, lighting techniques, and business and legal aspects. Studies in design, history and aesthetics of photography, basic electronics, and electronic applications in the photography industry are incorporated into the curriculum.

Employment opportunities include positions as advertising, architectural, biological, industrial, editorial, news, portrait, catalog, product illustration, school, and wedding photographer. In addition, there are opportunities in equipment sales, photographic laboratories, and the field of public relations and advertising.

### **JOB OPPORTUNITIES**

Photographer, Still  
Commercial Photographer  
Photojournalist  
Photographer, News  
Photographer, Portrait





## PHOTOGRAPHY TECHNOLOGY

			Contact Hours	Credit Hours
SPECIALTY REQUIREMENT: 75 credit hours required				
PHO	116	Basic Photography	5	3
PHO	117	Optics and Accessories	6	4
PHO	118	Large Format Photography	6	4
PHO	130	Color Camera	5	3
PHO	132	Color Printing	8	5
PHO	210	Nature Photography	5	3
PHO	140	Portrait Photography	5	3
PHO	216	Architectural Photography — Exterior	5	3
PHO	218	Photojournalism	8	5
PHO	214	Fashion Photography — Female	5	3
PHO	220	Photo-Copying	5	3
PHO	222	Special Process Photography	3	3
PHO	224	Photographic Illustration	4	3
PHO	213	Commercial Machinery Photography	5	3
PHO	212	Commercial Product Photography	5	3
ART	205	History and Appreciation of Art	5	5
CAT	121	Design I	5	3
CAT	211	Copywriting	4	3
CAT	213	Portfolio	4	2
CAT	214	Advertising as a Business	3	2
CAT	203	Airbrush Art	4	3
PRN	201	Printing Processes	4	3
DFT	101	Technical Drafting	5	3

### RELATED REQUIREMENT: 16 credit hours required

MAT	101	Technical Mathematics	5	5
EDP	102	Microcomputer Operations	3	2
BUS	101	Introduction to Business	3	3
BUS	236	Small Business Management	3	3
PSY	206	Applied Psychology	3	3

### GENERAL EDUCATION REQUIREMENTS: 21 credit hours required

ENG	101	Grammar	3	3
ENG	102	Composition	3	3
ENG	204	Oral Communication	3	3
*RDG	101	College Reading	3	2
SOC	201	Introduction to Sociology	5	5
PSY	101	Introductory Psychology	5	5

TOTAL CREDIT HOURS REQUIRED

112

\*The student is required to take prerequisite RDG 091 before RDG 101.

The purposes of the Secretarial — Executive curriculum are to: (1) prepare the individual to enter the secretarial profession, (2) provide an educational program for individuals wanting education for upgrading (moving from one secretarial position to another) or retraining (moving from present position to secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs..

These purposes will be fulfilled through skill development in the areas of typewriting, shorthand, transcription and business machines. Through these skills the individual will be able to perform office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the secretarial profession.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Secretary  
Stenographer  
Data Typist  
Typist  
Office Clerk  
Word Processing  
Correspondence Specialist  
Word Processing Typist  
Word Processing  
Administrative Secretary  
Receptionist

#### **Advanced Level**

Administrative Secretary  
Transcribing Operator Supervisor  
Word Processing Supervisor



## SECRETARIAL — Executive

			Contact Hours	Credit Hours
I. SPECIALTY REQUIREMENT: 58 credit hours required				
BUS	102	Basic Typewriting	5	4
BUS	103	Intermediate Typewriting	5	4
BUS	104	Advanced Typewriting	5	4
BUS	105	Professional Typewriting	5	4
BUS	106	Shorthand I	5	4
BUS	107	Shorthand II	5	4
BUS	108	Shorthand III	5	4
BUS	110	Office Machines	5	3
BUS	112	Records Management	3	3
BUS	180	Secretarial English	5	5
BUS	209	Machine Transcription I	4	3
BUS	210	Machine Transcription II	4	3
BUS	215	Office Procedures	5	4
BUS	271	Office Management	3	3
BUS	273	Introduction to Word Processing	3	3
BUS	274	Word Processing Applications	4	3

### II. RELATED REQUIREMENT: 36 credit hours required

BUS	101	Introduction to Business	3	3
BUS	115	Business Law	3	3
BUS	118	Basic Secretarial Accounting	5	5
BUS	119	Advanced Secretarial Accounting	5	5
BUS	220	Payroll Accounting	3	3
EDP	102	Microcomputer Operations	3	2
EDP	104	Introduction to Data Processing	5	4
ECO	108	Personal Money Management I	3	3
ECO	109	Personal Money Management II	3	3
MAT	110	Business Mathematics	5	5

### III. GENERAL EDUCATION REQUIREMENT: 19 credit hours required

ENG	101	Grammar	3	3
ENG	102	Composition	3	3
ENG	203	Communications	3	3
ENG	204	Oral Communications	3	3
PSY	101	Introductory Psychology	5	5
*RDG	101	College Reading	3	2

TOTAL CREDIT HOURS REQUIRED

113

\*The student is required to take prerequisite RDG 091 before RDG 101.

The purposes of the Secretarial — Legal curriculum are to: (1) prepare the individual to enter the legal secretarial profession through work in a lawyer's office, in city, county, state or government offices, (2) provide an educational program for individuals wanting education for upgrading (moving from one legal secretarial position to another) or retraining (moving from present position to legal secretarial position), and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of legal typewriting, shorthand transcription and business machines. Through these skills the individual will be able to perform legal, office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the legal secretarial profession.

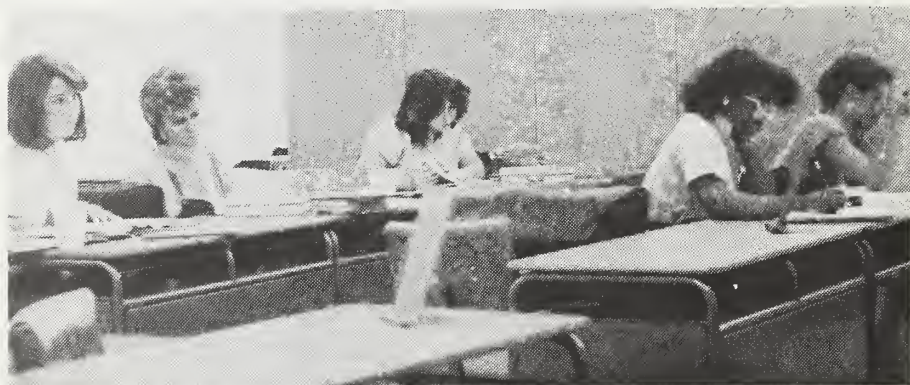
### **JOB OPPORTUNITIES**

#### **Entry Level**

Secretary  
Stenographer  
Legal Secretary  
Typist  
Office Clerk  
Word Processing Correspondence Specialist  
Word Processing Typist  
Word Processing  
Administrative Secretary  
Receptionist

#### **Advanced Level**

Administrative Secretary  
Transcribing Operator Supervisor  
Word Processing Supervisor





## SECRETARY — Legal

			Contact Hours	Credit Hours
<b>I. SPECIALTY REQUIREMENT: 61 credit hours required</b>				
BUS	102	Basic Typewriting	5	4
BUS	103	Intermediate Typewriting	5	4
BUS	104	Advanced Typewriting	5	4
BUS	105	Professional Typewriting	5	4
BUS	110	Office Machines	5	3
BUS	112	Records Management	3	3
BUS	180	Secretarial English	5	5
BUS	183	Legal Terminology	3	3
BUS	209	Machine Transcription I	4	3
BUS	210	Machine Transcription II	4	3
BUS	215L	Office Procedures (Legal)	5	4
BUS	273	Introduction to Word Processing	3	3
BUS	274	Word Processing Applications	4	3

Students may select 9 or 12 credit hours from the following Major courses:

BUS	101	Introduction to Business	3	3
BUS	106	Shorthand I	5	4
BUS	107	Shorthand II	5	4
BUS	108	Shorthand III	5	4
BUS	184	Advanced Legal Terminology	3	3
BUS	211L	Machine Transcription III (Legal)	4	3
BUS	271	Office Management	3	3

### II. RELATED REQUIREMENT: 36 credit hours required

BUS	115	Business Law	3	3
BUS	116	Business Law	3	3
BUS	118	Basic Secretarial Accounting	5	5
BUS	119	Advanced Secretarial Accounting	5	5
BUS	220	Payroll Accounting	3	3
ECO	108	Personal Money Management I	3	3
ECO	109	Personal Money Management II	3	3
EDP	102	Microcomputer Operations	3	2
EDP	104	Introduction to Data Processing	5	4
MAT	110	Business Mathematics	5	5

### III. GENERAL EDUCATION REQUIREMENT: 19 credit hours required

ENG	101	Grammar	3	3
ENG	102	Composition	3	3
ENG	203	Communications	3	3
ENG	204	Oral Communications	3	3
PSY	101	Introductory Psychology	5	5
*RDG	101	College Reading	3	2
<b>TOTAL CREDIT HOURS REQUIRED</b>				<b>110-113</b>

\*The student is required to take RDG 091 before RDG 101.

The purposes of the Secretarial — Medical curriculum are to: (1) prepare the individual to enter the medical secretarial profession through work in a doctor's office, in city, county, state or government offices, (2) provide an educational program for individuals wanting education for upgrading (moving from one medical position to another) or retraining (moving from present position to medical secretarial position, and (3) provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of medical typewriting, shorthand transcription and business machines. Through these skills the individual will be able to perform medical, office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the medical secretarial profession.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Secretary  
Stenographer  
Medical Secretary  
Typist  
Office Clerk  
Word Processing  
Correspondence Specialist  
Word Processing Typist  
Word Processing  
Administrative Secretary  
Receptionist

#### **Advanced Level**

Administrative Secretary  
Transcribing Operator Supervisor  
Word Processing Supervisor



## SECRETARIAL — Medical

Contact  
Hours      Credit  
Hours

### I. SPECIALTY REQUIREMENT: 61 credit hours required

BUS	102	Basic Typewriting	5	4
BUS	103	Intermediate Typewriting	5	4
BUS	104	Advanced Typewriting	5	4
BUS	105	Professional Typewriting	5	4
BUS	110	Office Machines	5	3
BUS	112	Records Management	3	3
BUS	180	Secretarial English	5	5
BUS	193	Basic Medical Terminology	3	3
BUS	194	Advanced Medical Terminology	3	3
BUS	209	Machine Transcription I	4	3
BUS	210	Machine Transcription II	4	3
BUS	215M	Office Procedures (Medical)	5	4
BUS	273	Introduction to Word Processing	3	3
BUS	274	Word Processing Applications	4	3

Students may select 9 or 12 credit hours from the following Major courses:

BUS	101	Introduction to Business	3	3
BUS	106	Shorthand I	5	4
BUS	107	Shorthand II	5	4
BUS	108	Shorthand III	5	4
BUS	211M	Machine Transcription III (Medical)	4	3
BUS	271	Office Management	3	3

### II. RELATED REQUIREMENT: 33 credit hours required

BUS	115	Business Law	3	3
BUS	118	Basic Secretarial Accounting	5	5
BUS	119	Advanced Secretarial Accounting	5	5
BUS	220	Payroll Accounting	3	3
ECO	108	Personal Money Management I	3	3
ECO	109	Personal Money Management II	3	3
EDP	102	Microcomputer Operations	3	2
EDP	104	Introduction to Data Processing	5	4
MAT	110	Business Mathematics	5	5

### III. GENERAL EDUCATION REQUIREMENT: 19 credit hours required

ENG	101	Grammar	3	3
ENG	102	Composition	3	3
ENG	203	Communications	3	3
ENG	204	Oral Communications	3	3
PSY	101	Introductory Psychology	5	5
*RDG	101	College Reading	3	2
TOTAL CREDIT HOURS REQUIRED				110-113

\*The student is required to take prerequisite RDG 091 before RDG 101.

## ***SOCIAL SERVICE ASSOCIATE (T-107)***

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The Social Service Associate curriculum trains paraprofessionals for direct service delivery work in one of the many social service areas. These social service areas include family and child assistance, rehabilitation, health services, medical assistance, youth services, mental health and assistance to the aging, blind and developmentally disable.

Graduates will find employment with federal, state, county and local government social service agencies and programs and with private organizations that have social service assistance programs.

### **JOB OPPORTUNITIES**

Case Aide, Social Service  
Social Worker Aide





## SOCIAL SERVICE ASSOCIATE

			Contact hours	Credit Hours
<b>I. SPECIALTY REQUIREMENT — 46 Credit Hours Required</b>				
SOC	201	Intraduction to Sociology	5	5
PSY	214	Social Problems	3	3
SOC	216	Introduction to Social Services	3	3
SOC	211	Marriage and the Family	3	3
SOC	217	Juvenile Delinquency	3	3
SOC	205	American Institutions	3	3
ECO	108	Personal Money Management I	3	3
ECO	109	Personal Money Management II	3	3
ECO	110	Applied Economics for Client Assistance	3	3
HEA	105	Community Health	3	3
HEA	101	Personal Health and Hygiene	3	3
PSY	112	Personality Development	3	3
PSY	102	Developmental Psychology	5	5
PSY	207	Personal Stress Management	3	3
<b>II. RELATED REQUIREMENT: 32 credit hours required</b>				
BUS	112	Records Management	3	3
PSY	206	Applied Psychology	3	3
ENG	203	Communications	3	3
EDP	102	Microcomputer Operations	3	2
MAT	110	Business Math	5	5
BUS	102	Basic Typewriting	5	4
EDP	104	Introduction to Data Processing	5	4
BUS	110	Office Machines	5	3
BUS	229	Income Taxes	5	5
<b>III. GENERAL EDUCATION REQUIREMENT: 18 credit hours required</b>				
*RDG	101	College Reading	3	2
ENG	101	Grammar	3	3
ENG	105	Composition I	5	5
PSY	101	Introductory Psychology	5	5
ENG	204	Oral Communications	3	3
<b>IV. WORK EXPERIENCE:</b>				
COE0101-				
	0106	Cooperative Education Internship	10	1
<b>V. ELECTIVES: 5 credit hours required</b>				
PSY	113	Observing Child Behavior	5	5
SPE	101	Speech Fundamentals	5	5
HIS	207	American History I	5	5
<b>TOTAL CREDIT HOURS REQUIRED</b>				<b>102</b>

\*The student is required to take prerequisite RDG 091 before RDG 101.

The Teacher Associate curriculum prepares individuals as assistants to classroom teachers. The curriculum is designed to provide a course of study for individuals who have the desire and capability to work with primary and elementary school children under the supervision of the classroom teacher. Study and application will be employed in areas such as communication skills, human relationships, human growth and development, curriculum activities, school records, preparation of instructional material and audiovisual aids, and the role of the aide.

The graduate of this curriculum will be qualified to enter the field of education as a paraprofessional, performing all duties required of a teacher aide. The role of the teacher aide will vary from school to school. The aide may be assigned as a general instructional aide, clerical aide or tutorial aide, depending on the particular needs of the school. Employment opportunities exist with public school systems and with private schools.

### JOB OPPORTUNITIES

#### Entry Level

Teacher Aide, Elementary  
School

Teacher Aide, Primary  
School

Teacher Aide, (N.C. Department  
of Public Instruction)

General Instructional

Tutorial

Clerical

Teacher Aide I

Teacher Aide II

#### Advanced Level

Secondary Teacher Aide I

Secondary Teacher Aide II



## TEACHER ASSOCIATE

### I. SPECIALTY REQUIREMENT: 63 Credit Hours Required

			Contact Hours	Credit Hours
EDU	203	Exceptional Child	3	3
EDU	227	Educating the Minority Student	3	3
EDU	231	Creative Activities	3	3
EDU	234	Audiovisual Instruction	3	3
EDU	235	Introduction to Reading Skills and Methods	3	3
EDU	236	Teaching of Reading	3	3
ENG	217	Children's Literature	3	3
MAT	102	Mathematics for Elementary School Teachers	5	5
HEA	105	Community Health	3	3
PSY	113	Observing Child Behavior	5	5
PSY	102	Developmental Psychology	5	5
PSY	101	Introductory Psychology	5	5
ART	236	Art Activities for the Classroom	3	3
MUS	236	Musical Activities for the Classroom	3	3
EDU	204	Parent Education	3	3
SOC	201	Introduction to Sociology	5	5
GEO	201	Principles of Geography	5	5

### II. RELATED REQUIREMENT: 29 credit hours required

ART	205	History & Appreciation of Art	5	5
MUS	230	Introduction to the Appreciation of Music	5	5
SPE	101	Speech Fundamentals	5	5
*RDG	101	College Reading	3	2
PSY	206	Applied Psychology	3	3
BUS	102	Basic Typewriting	5	4
EDP	102	Microcomputer Operations	3	2
BUS	110	Office Machines	5	3

### III. GENERAL EDUCATION REQUIREMENT: 20 credit hours required

ENG	105	English Composition I	5	5
ENG	106	English Composition II	5	5
HIS	207	American History I	5	5
HIS	208	American History II	5	5
TOTAL CREDIT HOURS				112

\*The student is required to take prerequisite RDG 091 before RDG 101.

## ***DIPLOMA PROGRAMS (One Year)***

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A diploma is awarded upon the completion of one of the following programs of study:

- Air Conditioning, Heating and Refrigeration
- Automotive Body Repair
- Automotive Mechanics
- Carpentry and Cabinetmaking
- Cosmetology
- Electrical Installation and Maintenance
- Foodservice Specialist
- Machinist
- Masonry
- Nursing Assistant
- Practical Nursing
- Welding

The major aims of the programs leading to a diploma are to prepare skilled craftsmen to successfully meet the manpower needs created by technological advancement and to provide related areas of study which equip the student with the ability to develop an understanding of the free enterprise system and an appreciation for a broader social implication of life in a democratic society.

Vocational programs are designed to prepare the student for initial employment, retraining for new skills, or for advancement within a given vocation.

While a high school graduation is desirable, it is not mandatory for entrance into these programs. A person with less than a high school education may be accepted provided he can demonstrate sufficient experience and ability.





The Air Conditioning, Heating, and Refrigeration curriculum develops an understanding of the basic principles involved in the construction, installation, operation and maintenance of climate control equipment. Courses in blueprint reading, duct construction, welding, circuits and controls, math, science and general education are included to help provide supporting skills necessary for the mechanic to function successfully in the trade.

The air conditioning, heating, and refrigeration mechanic installs, maintains, services, and repairs environmental control systems in residences, department and food stores, office buildings, industries, restaurants, institutions, and commercial establishments. Job opportunities exist with companies that specialize in air conditioning, heating, and commercial refrigeration installation and service. The graduate should be able to assist in installing mechanical equipment, duct work, and electrical controls necessary in residential and commercial projects. With experience the graduate should be able to service various air conditioning, heating, and refrigeration components; troubleshoot systems; and provide the preventive maintenance required by mechanical equipment. This person may be employed in areas of maintenance, installation, sales, and service in the field of air conditioning, heating and cooling.

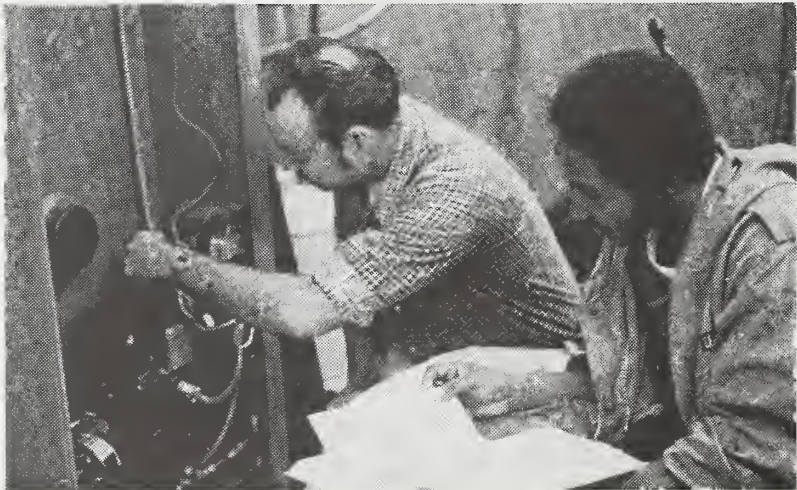
## JOB OPPORTUNITIES

### Entry Level

Air Conditioning Mechanic  
Heating and Air Conditioning  
Mechanic  
Heating Mechanic  
Refrigeration Mechanic  
Heating and Air Conditioning  
Mechanic Helper  
Refrigeration Mechanic Helper

### Advanced Level

Environmental Control System  
Installer-Service  
Hot Air Furnace Installer  
& Repairer  
Domestic Air Conditioning  
Installer  
Energy Management Systems  
Installer-Service, Sales



## AIR CONDITIONING, HEATING & REFRIGERATION

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
AHR	1220	Refrigeration Electrical Systems	2	6	4
AHR	1221	Refrigeration Systems	3	9	6
MAT	1101	Arithmetic & Measurement (ar MAT 101)	5	0	5
ENG	1101	Reading Improvement (ar ENG 101)	2	0	2
EDP	102	Micracomputer Operations	<u>1</u>	<u>2</u>	<u>2</u>
			13	17	19
<b>Winter Quarter</b>					
AHR	1222	Dam/Cam Refrigeration Installation & Service	3	9	6
AHR	1228	Automatic Controls	2	6	4
ENG	1102	Communication Skills (ar ENG 102)	3	0	3
MAT	1105	Fundamental Mathematics	3	0	3
DFT	1204	Blueprint Reading & Sketching (ar DFT 101)	<u>1</u>	<u>3</u>	<u>2</u>
			12	18	18
<b>Spring Quarter</b>					
AHR	1223	Air Conditioning Systems	3	9	6
AHR	1226	All Year Comfort Systems	2	6	4
PHY	1101	Applied Science (ar PHY 100)	2	2	3
PSY	1101	Human Relations (ar PSY 206)	<u>3</u>	<u>0</u>	<u>3</u>
			10	17	16
<b>Summer Quarter</b>					
AHR	1224	Air Conditioning & Refrigeration Troubleshooting	3	9	6
AHR	1225	Duct Design and Installation	2	6	4
AHR	1230	Forced Air Heating Systems	1	3	2
BUS	1103	Small Business Operations (ar BUS 101)	<u>3</u>	<u>0</u>	<u>3</u>
			9	18	15



## ***AUTOMOTIVE BODY REPAIR (V-001)***

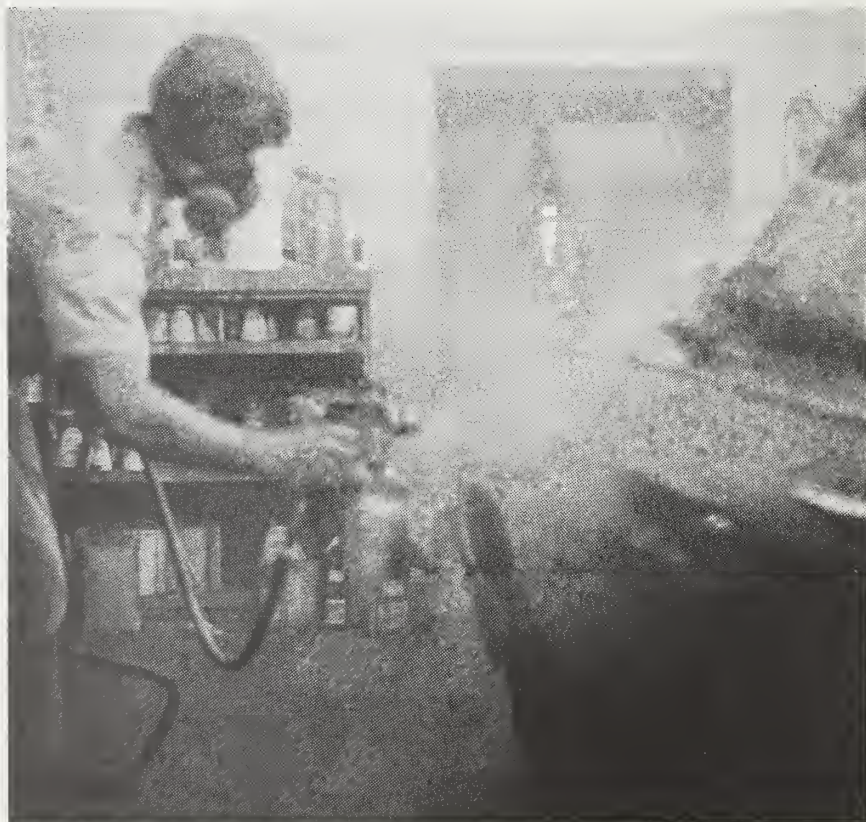
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The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

### **JOB OPPORTUNITIES**

Automobile Accessories Installer  
Automobile-Repair-Service Estimator  
Appraiser, Automobile Damage  
Automatic Window, Seat, and Top Lift Repairer  
Painter Helper, Automotive  
Painter, Transportation Equipment  
Automobile Body Customizer  
Automobile Body Repairer





## AUTOMOTIVE BODY REPAIR

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
AUT	1311	Auto Body Welding	2	6	4
AUT	1312	Body Panel & Fender Repair	3	9	6
MAT	1101	Arithmetic & Measurements (or MAT 101)	5	0	5
ENG	1101	Reading Improvement (or ENG 101)	2	0	2
AHR	1201	Automotive Air Conditioning	<u>1</u>	<u>3</u>	<u>2</u>
			13	18	19
<b>Winter Quarter</b>					
AUT	1313	Body Panel & Fender Replacement	3	9	6
AUT	1314	Metal Finishing	2	6	4
ENG	1102	Communication Skills (or ENG 102)	3	0	3
MAT	1105	Fundamental Mathematics	3	0	3
DFT	1204	Blueprint Reading, Sketching (or DFT 101)	<u>1</u>	<u>3</u>	<u>2</u>
			12	18	18
<b>Spring Quarter</b>					
AUT	1315	Metallic Fillers	3	9	6
AUT	1316	Painting — Panel	2	6	4
PSY	1101	Human Relations (or PSY 206)	3	0	3
PHY	1101	Applied Science I (or PHY 100)	<u>2</u>	<u>2</u>	<u>3</u>
			10	17	16
<b>Summer Quarter</b>					
AUT	1317	Frame Straightening and Alignment	2	6	4
AUT	1318	Painting — Overall	3	9	6
AUT	1319	Trim & Glass	2	6	4
BUS	1103	Small Business Operations (or BUS 101)	<u>3</u>	<u>0</u>	<u>3</u>
			10	21	17

The Automotive Mechanics curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work and the technical understanding of the operating principles involved in the modern automobile are taught through class assignments, discussions and shop practices.

Automobile mechanics maintain and repair mechanical, electrical and body parts of passenger cars, trucks and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition and use shop manuals and other technical publications as references for technical data. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

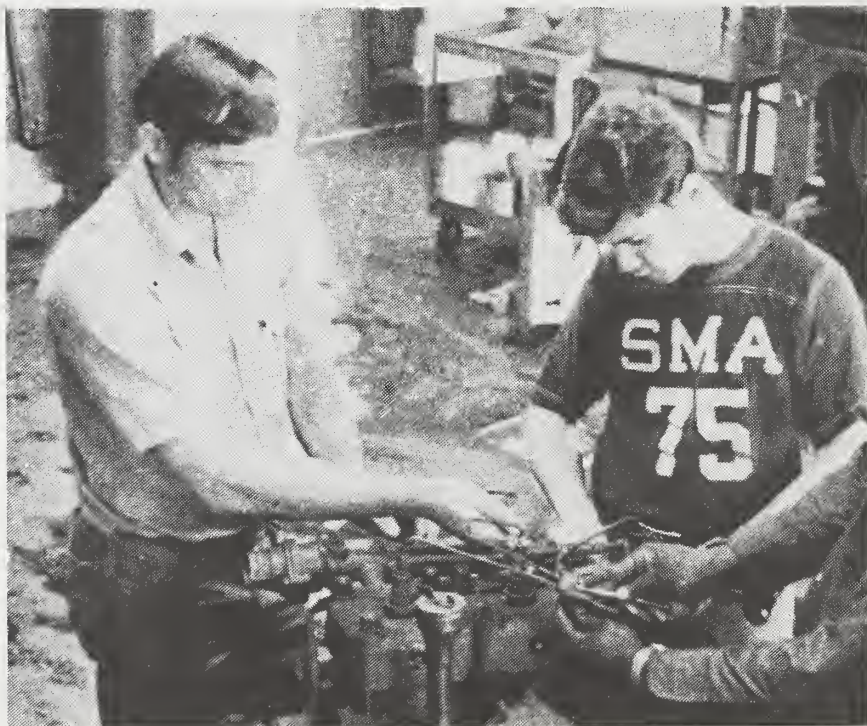
### **JOB OPPORTUNITIES**

#### **Entry Level**

General Mechanic  
Tune-up Mechanic  
Front-end Specialist  
Automatic Transmission Specialist  
Brake Specialist

#### **Advanced Level**

Shop Supervisor  
Shop Foreman



## AUTOMOTIVE MECHANICS

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
AUT	1201	Internal Combustion Engines	3	9	6
AUT	1202	Engine Servicing	2	6	4
MAT	1101	Arithmetic & Measurements (or MAT 101)	5	0	5
ENG	1101	Reading Improvement (or ENG 101)	2	0	2
AHR	1201	Automotive Air Conditioning	1	3	2
			13	18	19
<b>Winter Quarter</b>					
AUT	1203	Auto Electrical Systems	6	9	9
AUT	1204	Auto Fuel Systems	2	6	4
DFT	1204	Blueprint Reading & Sketching (or DFT 101)	1	3	2
ENG	1102	Communication Skills (or ENG 102)	3	0	3
MAT	1105	Fundamental Mathematics	3	0	3
			15	18	21
<b>Spring Quarter</b>					
AUT	1221	Auto Braking Systems	2	6	4
AUT	1223	Auto Chassis	3	9	6
PHY	1101	Applied Science I (or PHY 100)	2	2	3
PSY	1101	Human Relations (or PSY 206)	3	0	3
WLD	1101	Basic Gas Welding	0	3	1
			10	20	17
<b>Summer Quarter</b>					
AUT	1224	Auto Power Trains	3	9	6
AUT	1225	Auto Diagnosis	2	6	4
WLD	1102	Basic Arc Welding	0	3	1
BUS	1103	Small Business Operations (or BUS 101)	3	0	3
			8	18	14

## ADVANCED OPTIONS

<b>Fall Quarter</b>					
AUT	1226	Advanced Electrical Systems	3	9	6
AUT	1227	Advanced Fuel Systems	3	9	6
General Education or Business Electives			—	—	6
<b>Winter Quarter</b>					
AUT	1228	Advanced Automatic Transmission	3	9	6
AUT	1229	Advanced Transmission Servicing	3	9	6
General Education or Business Electives			—	—	6
<b>Electives:</b>					
AUT	1230	Advanced Auto Shop Service	3	9	6
AUT	1231	Diagnostic Tune Up	3	9	6
AUT	1205	Diesel Engine Diagnosis	2	6	4

## **CARPENTRY AND CABINETMAKING (V-007)**

Carpenters construct, erect, install and repair structures of wood, plywood and wallboard, using hand and power tools. This curriculum in carpentry is designed to prepare individuals with skills and knowledge of construction with wood. The curriculum includes mathematics, blueprint reading, methods of construction and information on building materials and energy efficient construction.

Carpenters work on new construction and maintain and repair many types of existing structures, both residential and commercial. They have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, insulation, and other energy saving materials and the installation of cabinets and fixtures.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job may be designated according to the specialty as rough carpenter, framing carpenter, form carpenter, scaffolding carpenter, acoustical insulating carpenter and finish carpenter.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Carpenter  
Building Construction  
Inspector  
Roofer  
Cabinet Installer  
Maintenance Carpenter

#### **Advanced Level (with experience)**

Carpenter Foreman  
Finish Carpenter  
Cabinetmaker

This program is offered at the Polkton Correctional Unit.





## CARPENTRY AND CABINETMAKING

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
CAR	1201	Framing	3	9	6
CAR	1202	Roofing	2	6	4
MAT	1101	Arithmetic & Measurements (or MAT 101)	5	0	5
ENG	1101	Reading Improvement (or ENG 101)	<u>2</u>	<u>0</u>	<u>2</u>
			12	15	17
<b>Winter Quarter</b>					
CAR	1203	Interior Wall Finish	2	6	4
CAR	1204	Interior Trim	3	9	6
MAT	1105	Fundamental Mathematics	3	0	3
ENG	1102	Communication Skills (or ENG 102)	3	0	3
DFT	1204	Blueprint Reading & Sketching	<u>1</u>	<u>3</u>	<u>2</u>
			12	18	18
<b>Spring Quarter</b>					
CAR	1205	Forming	2	6	4
CAR	1206	Exterior Finish	3	9	6
CAR	1207	Plumbing & Wiring	1	3	2
PSY	1101	Human Relations (or PSY 206)	3	0	3
PHY	1101	Applied Science I (or PHY 100)	<u>2</u>	<u>2</u>	<u>3</u>
			11	20	18
<b>Summer Quarter</b>					
CAR	1208	Cabinet Making	3	9	6
CAR	1209	Truss and Prefabrication	2	6	4
BUS	1103	Small Business Operations (or BUS 101)	3	0	3
ELC	1225	Residential Wiring Layout	<u>2</u>	<u>6</u>	<u>4</u>
			10	21	17

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of makeup and care of the hair, skin and hands including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Cosmetologist  
Sales Representative, Beauty  
Equipment and Supplies  
Supply Clerk  
Scalp Treatment Operator  
Wig Dresser

#### **Advanced Level**

Hair Stylist  
Owner, Beauty Salon  
Manager, Beauty Salon



## COSMETOLOGY

			Lec.	Lab	Cr.
<b>First Quarter</b>					
COS	1001	Scientific Study I	5	15	10
COS	1011	Mannequin Practice I	0	17	6
ENG	1102	Communication Skills	<u>3</u>	<u>0</u>	<u>3</u>
			8	32	19
<b>Second Quarter</b>					
COS	1002	Scientific Study II	5	0	5
COS	1022	Clinical Applications I	0	32	11
PSY	1101	Human Relations	<u>3</u>	<u>0</u>	<u>3</u>
			8	32	19
<b>Third Quarter</b>					
COS	1003	Scientific Study III	5	0	5
COS	1033	Clinical Applications II	0	32	11
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			8	32	19
<b>Fourth Quarter</b>					
COS	1004	Scientific Study IV	5	0	5
COS	1044	Clinical Applications III	0	32	11
BUS	1104	Cosmetic Sales and Marketing	<u>3</u>	<u>0</u>	<u>3</u>
			8	32	19

The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.

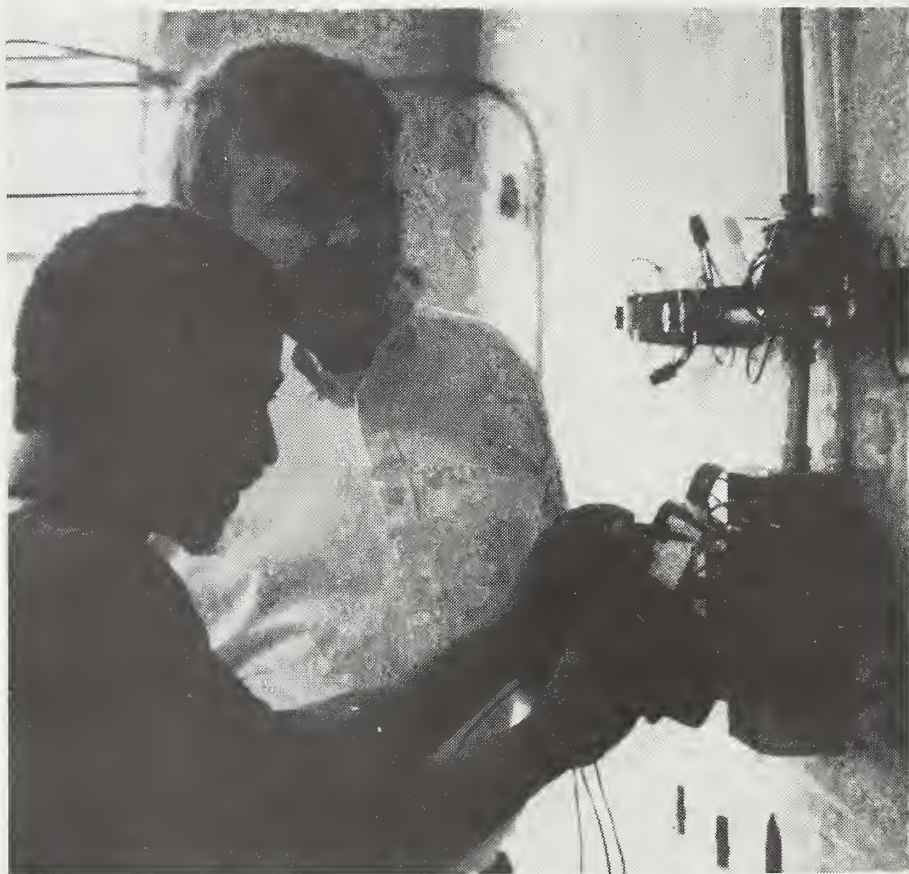
### **JOB OPPORTUNITIES**

#### **Entry Level**

Electrical Apprentice

#### **Advanced Level**

Electrician





## ELECTRICAL INSTALLATION AND MAINTENANCE

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
ELC	1310	Electrical Code — Single-Family Hausing	3	0	3
ELC	1214	Direct Current	2	6	4
ELC	1215	Alternating Current	3	9	6
MAT	1101	Arithmetic and Measurement (ar MAT 101)	5	0	5
ENG	1101	Reading Improvement (or ENG 101)	<u>2</u>	<u>0</u>	<u>2</u>
			15	15	20
<b>Winter Quarter</b>					
ELC	1216	DC Machines & Contrals	2	6	4
ELC	1217	AC Machines & Contrals	3	9	6
ENG	1102	Communication Skills (ar ENG 102)	3	0	3
MAT	1105	Fundamental Mathematics	3	0	3
DFT	1204	Blueprint Reading & Sketching (ar DFT 101)	<u>1</u>	<u>3</u>	<u>2</u>
			12	18	18
<b>Spring Quarter</b>					
ELC	1311	Electrical Code — Single-and Multi-family Hausing	3	0	3
ELC	1320	National Electrical Code — Commercial	3	0	3
ELC	1224	Residential Wiring	3	9	6
ELC	1225	Residential Wiring Layout	2	6	4
PHY	1101	Applied Science I (ar PHY 100)	2	2	3
PSY	1101	Human Relations (or PSY 206)	<u>3</u>	<u>0</u>	<u>3</u>
			16	17	22
<b>Summer Quarter</b>					
ELC	1219	Industrial Electrical Wiring	2	6	4
ELC	1226	Commercial & Industrial Wiring	3	9	6
ELC	1321	National Electrical Code-Industrial	3	0	3
BUS	1103	Small Business Operations (ar BUS 101)	<u>3</u>	<u>0</u>	<u>3</u>
			11	15	16

## **FOODSERVICE SPECIALIST (V-053)**

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The Foodservice Specialist curriculum trains students in the art and science of quantity food preparation with particular emphasis on institutional foodservice. Using a career ladder concept, it is an open-ended curriculum allowing students more flexibility in their training. In addition to development of knowledge and skills in the art and science of food preparation, the student must develop an understanding and appreciation of food and equipment purchasing, financial control, recordkeeping, basic nutrition and menu planning and supervision.

A graduate of this curriculum should be qualified for entry into positions as assistant cook, short order cook, cook, chef's assistant, cook manager, baker, assistant baker and pastry cook. Employment needs for graduates of this program are found in hospitals, nursing homes, child care centers, colleges and university foodservices, school foodservice, industrial cafeterias, private clubs, airline foodservices, food processing manufacturers, foodservice contract companies and commercial restaurants.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Cook, Pastry  
Cook  
Baker  
Baker Assistant  
Short Order Cook

#### **Advanced Level**

Cook, Head  
Baker, Head  
Foodservice Supervisor

This program is offered at the Polkton Correctional Unit.



## FOODSERVICE SPECIALIST

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
FSO	1101	Quantity Food Preparation — Meats, Seafood, Dairy and Egg Products	3	15	8
FSO	1102	Foodservice	3	6	5
ENG	1101	Reading Improvement	2	0	2
PSY	1101	Human Relations	3	0	3
			<u>11</u>	<u>21</u>	<u>18</u>
<b>Winter Quarter</b>					
FSO	1103	Quantity Food Preparation — Vegetables, Fruits, Salads, Soups and Sauces	3	15	8
FSO	1104	Nutrition and Menu Planning	3	6	5
ENG	1102	Communication Skills	3	0	3
			<u>9</u>	<u>21</u>	<u>16</u>
<b>Spring Quarter</b>					
FSO	1105	Quantity Food Preparation — Baking	3	15	8
FSO	1106	Sanitation and Safety	2	3	3
FSO	1107	Foodservice equipment	1	3	2
MAT	1101	Arithmetic and Measurements	5	0	5
			<u>11</u>	<u>21</u>	<u>18</u>
<b>Summer Quarter</b>					
FSO	1108	Quantity Food Preparation — Pastas, Desserts, Appetizers and Beverages	3	15	8
FSO	1109	Production Management	2	3	3
FSO	1115	Accounting — Purchasing — Records	2	3	3
BUS	1103	Small Business Operations	3	0	3
			<u>10</u>	<u>21</u>	<u>17</u>

The machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment as machinist. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprint or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

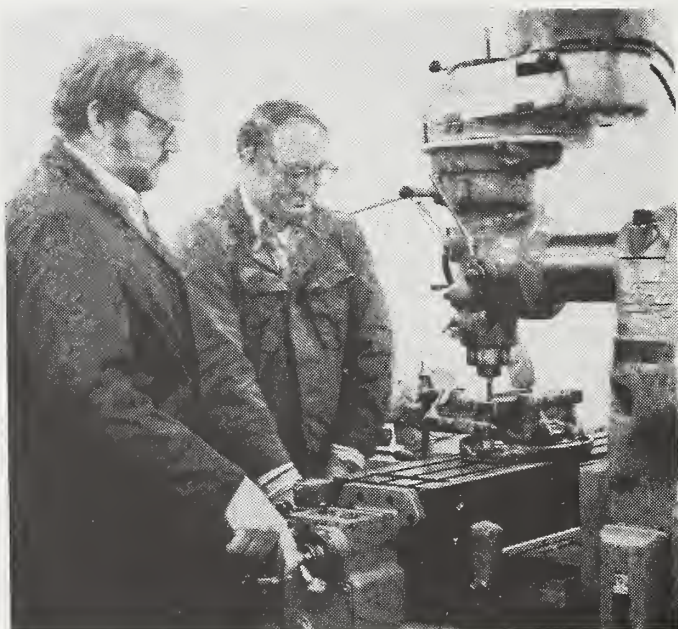
### **JOB OPPORTUNITIES**

#### **Entry Level**

Machinist Apprentice  
Die Maker Apprentice  
Toolmaker Apprentice  
Tool and Die Maker Apprentice  
Machine Set-up Operator  
Quality Control Foreman  
Turret Lathe Set-up Operator  
Tool Machine Set-up Operator  
Electrical Discharge Machine  
Set-Up Operator

#### **Advanced Level**

Machinist  
Maintenance Machinist





## MACHINIST

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
MEC	1101	Machine Shop Theory & Practice	4	12	8
MAT	1101	Arithmetic & Measurements (ar MAT 101)	5	0	5
DFT	104	Blueprint Reading: Mechanical	0	3	1
ENG	1101	Reading Improvement (ar ENG 101)	2	0	2
ISC	102	Industrial Safety	<u>3</u>	<u>0</u>	<u>3</u>
			14	15	19
<b>Winter Quarter</b>					
MEC	1102	Machine Shop Theory & Practice II	4	12	8
MAT	1105	Fundamental Mathematics	3	0	3
DFT	1204	Blueprint Reading & Sketching	1	3	2
ENG	1102	Communication Skills (ar ENG 102)	3	0	3
MEC	1118	Introduction to Metals	<u>3</u>	<u>2</u>	<u>4</u>
			14	17	20
<b>Spring Quarter</b>					
MEC	1103	Machine Shop Theory & Practice III	4	12	8
PSY	1101	Human Relations	3	0	3
PHY	1101	Applied Science I (ar PHY 100)	3	2	4
MAT	1104	Trigonometry	3	0	3
WLD	1101	Basic Gas Welding	<u>0</u>	<u>3</u>	<u>1</u>
			13	17	19
<b>Summer Quarter</b>					
MEC	1104	Machine Shop Theory & Practice IV	4	12	8
MAT	1123	Machinists Mathematics	3	0	3
WLD	1102	Basic Arc Welding	0	3	1
MEC	1119	Applied Metallurgy	<u>2</u>	<u>3</u>	<u>3</u>
			9	18	15

The Masonry curriculum prepares individuals to work in the construction industry as bricklayers and masons. The mason must have a knowledge of basic mathematics, blueprint reading, and must also know the methods used in laying out a masonry job for residential, commercial and industrial construction.

Masons are employed by contractors in the building construction field to lay brick and blocks made of tile, concrete, glass, gypsum or terra cotta. The mason is also capable of constructing or repairing walls, partitions, arches, sewers, furnaces and other masonry structures.

### **JOB OPPORTUNITIES**

Brick Mason  
Cement Mason

This program is offered at the Paltan Correctional Unit.



## MASONRY

### Certificate Program

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
MAS	1204	Foundations	2	6	4
MAS	1205	Wall Construction	3	9	6
MAT	1101	Arithmetic & Measurements (or MAT 101)	5	0	5
ENG	1101	Reading Improvement (or ENG 101)	<u>2</u>	<u>0</u>	<u>2</u>
			12	15	17
<b>Winter Quarter</b>					
MAS	1206	Blocklaying	2	6	4
MAS	1207	Chimney Construction	3	9	6
MAT	1105	Fundamental Mathematics	3	0	3
DFT	1204	Blueprint Reading & Sketching (or DFT 101)	<u>1</u>	<u>3</u>	<u>2</u>
			9	18	15
<b>Spring Quarter</b>					
MAS	1208	Brick Veneers	3	9	6
PHY	1101	Applied Science I (or PHY 100)	2	2	3
BUS	1103	Small Business Operations	<u>3</u>	<u>0</u>	<u>3</u>
			8	11	12

## **NURSING ASSISTANT (V-072)**

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The Nursing Assistant curriculum prepares graduates to assist registered and practical nurses and physicians in carrying out nursing care and services to patients. The nursing assistant performs simple health care procedures such as bathing and feeding patients, providing comfort measures, positioning patients, preparing patients for physical examinations and special tests, observing and recording vital signs, admitting, transferring and discharging patients, and collecting specimens.

Graduates may be employed in hospitals, clinics, doctors' offices, nursing homes and extended care facilities.

Individuals desiring a career in nursing assistant should, if possible, take English, biology and social science courses prior to entering the program.

### **JOB OPPORTUNITIES**

Nursing Assistant  
Home Attendant  
Nurse Aide  
Orderly

### **NURSING ASSISTANT**

			<b>Class</b>	<b>Lab</b>	<b>Clin.</b>	<b>Cr.</b>
NUR	1001	Basic Nursing Care, Theory and Practice	9	3	18	16





The Practical Nursing curriculum graduates are prepared to take the National Council Licensure Examination required to practice as a licensed practical nurse. The Practical Nursing curriculum is designed to develop competencies in practicing the following five components of practice as defined by the North Carolina **Nursing Practice Act, 1981**: (1) participating in assessing the client's physical and mental health including the client's reaction to illnesses and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) participating in implementing the health care plan developed by the registered nurse and/or prescribed by any person authorized by State law to prescribe such a plan, by performing tasks delegated by and performed under the supervision or under orders or directions of a registered nurse, physician licensed to practice medicine, dentist, or other person authorized by State law to provide such supervision; (4) reinforcing the teaching and counseling of a registered nurse, physician licensed to practice medicine in North Carolina, or dentist; and (5) reporting and recording the nursing care rendered and the client's response to that care.

Licensed practical nurses may be employed in hospitals, nursing homes, clinics, doctors' offices, industry, and public health agencies.

Individuals desiring a career in practical nursing should be encouraged to take math and science courses in high school.

### **JOB OPPORTUNITIES**

Nurse, Licensed Practical



## PRACTICAL NURSING

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
RDG	101	College Reading	1	2	2
*ENG	101	Grammar	3	0	3
MAT	111	Drug Dosages and Measurements	2	0	2
NUR	1101	Basic Science	5	4	6
NUR	1102	Orientation to Vocational Relationships	2	0	2
NUR	1103	Fundamentals of Patient Care & Intraductary Pediatrics	<u>6</u>	<u>6</u>	<u>8</u>
			16/18	12	20/21
<b>Winter Quarter</b>					
PSY	103	Principles of Psychology	3	0	3
NUR	1104	Basic Principles of Drug Administration	3	0	3
NUR	1105	Care of Patients with Medical-Surgical Conditions I	4	0	4
NUR	1106	Pediatrics & the Care of the Maternity Patient	4	0	4
NUR	1112	Clinical Experience: Medical-Surgical and Pediatrics	<u>0</u>	<u>15</u>	<u>5</u>
			14	15	19
<b>Spring Quarter</b>					
NUR	1107	Maternity Nursing & Care of the Geriatric Patient	4	0	4
NUR	1108	Care of Patients with Medical-Surgical Conditions II	9	0	9
NUR	1113	Clinical Experience: Medical-Surgical and Obstetrics	<u>0</u>	<u>18</u>	<u>6</u>
			13	18	19
<b>Summer Quarter</b>					
NUR	1110	Vocational Relationships	2	0	2
NUR	1111	Care of Patients with Medical-Surgical Conditions III	8	0	8
NUR	1114	Clinical Experience: Medical-Surgical and Geriatrics	<u>0</u>	<u>24</u>	<u>8</u>
			10	24	18

\*Students desiring to transfer to ADN program should take ENG 101 instead of RDG 101.



The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.

### **JOB OPPORTUNITIES**

#### **Entry Level**

Arc Welder  
Arc Welding — Machine  
Operator  
Gas Welding — Machine  
Operator  
Gas Welder  
Welder — Assembler  
Combination Welder

#### **Advanced Level**

Lay-out Worker I  
Welder — Fitter





## WELDING

			Lec.	Lab	Cr.
<b>Fall Quarter</b>					
WLD	1220	Oxyacetylene Welding & Cutting	3	9	6
WLD	1221	Oxyacetylene Welding & Pipe	2	6	4
WLD	1228	Testing & Inspection	1	3	2
MAT	1101	Arithmetic & Measurements (or MAT 101)	5	0	5
ENG	1101	Reading Improvement (or ENG 101)	<u>2</u>	<u>0</u>	<u>2</u>
			13	18	19
<b>Winter Quarter</b>					
WLD	1223	Shielded Metal Arc Welding I	2	6	4
WLD	1224	Shielded Metal Arc Welding II	3	9	6
MAT	1105	Fundamental Mathematics	3	0	3
ENG	1102	Communication Skills (or ENG 102)	3	0	3
DFT	1204	Blueprint Reading & Sketching	<u>1</u>	<u>3</u>	<u>2</u>
			12	18	18
<b>Spring Quarter</b>					
WLD	1226	Shielded Metal Arc & Pipe I	2	6	4
WLD	1227	Shielded Metal Arc & Pipe II	3	9	6
PSY	1101	Human Relations (or PSY 206)	3	0	3
PHY	1101	Applied Science I (or PHY 100)	<u>2</u>	<u>2</u>	<u>3</u>
			10	17	16
<b>Summer Quarter</b>					
WLD	1230	Advanced Welding Processes I	2	6	4
WLD	1231	Advanced Welding Processes II	3	9	6
BUS	1103	Small Business Operations (or BUS 101)	<u>3</u>	<u>0</u>	<u>3</u>
			8	15	13

## COURSE DESCRIPTIONS

The following is a listing of course descriptions arranged **alphabetically by prefix**. Each course description lists the three-letter alphabetical prefix followed by either three or four numbers. Courses with the four numbers are vocational level courses and are not designed for associate degree programs.

Following the prefix and number is the course title. Titles that have Roman numerals (I, II, III, etc.) indicate series courses and indicate that I is prerequisite to II, II is prerequisite to III. Other course prerequisites will be listed at the end of the course description.

There are three numbers to the right of the course title. The first number indicates the lecture hours for the course; the second number indicates the lab, clinical, or shop hours; and the third number indicates the credit hours.

		Lec.	Lab/ Clinical	Cr.
<b>AHR 101</b>	<b>Air Conditioning and Refrigeration</b>	<b>3</b>	<b>3</b>	<b>4</b>
	A specialized study in the use of test instruments and equipment used in servicing electrical controls and components for Air Conditioning and Refrigeration installations. Basic electrical principles and procedures for trouble-shooting of the various control devices used in Air Conditioning, Heating and Refrigeration equipment. Included will be a comprehensive study of various types of electrical motors, relays, transformers, starting devices, switches, protective devices, control wiring and electrical heating devices. Emphasis will be placed on schematic wiring diagrams and electrical symbols.			
<b>AHR 1201</b>	<b>Automotive Air Conditioning</b>	<b>1</b>	<b>3</b>	<b>2</b>
	General introduction to the principles of refrigeration; study of the assembly of the components necessary in the mechanisms, the methods of operation and control; proper handling of refrigerants in charging the system.			
<b>AHR 1215</b>	<b>Fundamentals of Heating</b>	<b>2</b>	<b>6</b>	<b>4</b>
	An introduction to the fundamentals of heating and heat transfer related to various types of heating systems. The use and care of tools, using instruments to measure combustion efficiencies, and installing equipment and ductwork to make up a heating system are covered. Also introduced are comfort surveys, heat loss and gain, equipment selection and maintenance, solar heating and heat distribution systems.			
<b>AHR 1220</b>	<b>Refrigeration Electrical Systems</b>	<b>2</b>	<b>6</b>	<b>4</b>
	A specialized study in the use of test instruments and equipment used in servicing electrical controls and components for Air Conditioning and Refrigeration installations. Basic electrical principles and procedures for trouble-shooting of the various control devices used in Air Conditioning, Heating and Refrigeration equipment. Included will be a comprehensive study of various types of electrical motors, relays, transformers, starting devices, switches, protective devices, control wiring and electrical heating devices. Emphasis will be placed on schematic wiring diagrams and electrical symbols.			
<b>AHR 1220A</b>	<b>Refrigeration Electrical Systems</b>	<b>1</b>	<b>3</b>	<b>2</b>
	A specialized study in the use of test instruments and equipment used in servicing electrical controls and components for Air Conditioning and Refrigeration installations. Basic electrical principles and procedures for trouble-shooting of the various control devices used in Air Conditioning, Heating and Refrigeration equipment. Included will be a comprehensive study of various types of electrical motors, relays, transformers, starting devices, control wiring and electrical heating devices. Emphasis will be placed on schematic wiring diagrams and electrical symbols.			
<b>AHR 1220B</b>	<b>Refrigeration Electrical Systems</b>	<b>1</b>	<b>3</b>	<b>2</b>
	A continuation of AHR 1220A. Prerequisite: AHR 1220A.			

<b>AHR 1221</b>	<b>Refrigeration Systems</b>	<b>3</b>	<b>9</b>	<b>6</b>
The identification and the function of the component parts of a system. The basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.				
<b>AHR 1222</b>	<b>Domestic &amp; Commercial Refrigeration Installation &amp; Servicing</b>	<b>3</b>	<b>9</b>	<b>6</b>
Domestic refrigeration servicing of conventional, hermetic and absorption systems. Cabinet car, controls and system maintenance in domestic refrigerators, freezers and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. The use of manufacturers' catalogs in sizing and matching system components and a study of controls, refrigerants, servicing methods is made. The American Standard Safety Code for Refrigeration is studied and its principles practiced.				
<b>AHR 1223</b>	<b>Air Conditioning Systems</b>	<b>3</b>	<b>9</b>	<b>6</b>
Work includes the selection of various heating, cooling and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature and humidity. Use is made of psychometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.				
<b>AHR 1224</b>	<b>Air Conditioning &amp; Refrigeration Trouble-Shooting</b>	<b>3</b>	<b>9</b>	<b>6</b>
Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure.				
<b>AHR 1225</b>	<b>Duct Design &amp; Installation</b>	<b>2</b>	<b>6</b>	<b>4</b>
Special attention is given to proper sizing design and balance of air distribution systems. This course will include the four basic types of air duct designs, air volume, air velocity, friction loss and blower capacity. A study is made of duct fittings, dampers, diffusers, registers, grilles and insulation materials. Practical application to include rough-in procedures and field installation of duct systems. Emphasis will be placed on safety, the use of sheet metal hand tools and proper installation practices.				
<b>AHR 1226</b>	<b>All Year Comfort Systems</b>	<b>2</b>	<b>6</b>	<b>4</b>
Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling for "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatic expansion valves, systems of de-icing coils and electric wiring and controls are included in the study.				
<b>AHR 1228</b>	<b>Automatic Controls</b>	<b>2</b>	<b>6</b>	<b>4</b>
Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating: zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.				
<b>AHR 1228A</b>	<b>Automatic Controls</b>	<b>1</b>	<b>3</b>	<b>2</b>
Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and commercial cooling and heating: zone controls, unit heater and ventilator controls, commercial fan systems controls, commercial refrigeration controls, and radiant panel controls.				

<b>AHR 1228B Automatic Controls</b>	<b>1</b>	<b>3</b>	<b>2</b>
A continuation of AHR 1228A. Prerequisite: AHR 1228A.			
<b>AHR 1230 Forced Air Heating Systems</b>	<b>1</b>	<b>3</b>	<b>2</b>
Servicing and installation of various types of gas burners, gas furnaces, piping, venting and controls of forced air heating systems.			
<b>AHR 2211 Heating Systems</b>	<b>3</b>	<b>6</b>	<b>5</b>
A comprehensive study of electric, gas and oil heating for residential and small commercial installations. Actual practice is given in "troubleshooting" problems of electric heating systems, gas and oil burners. Operating and safety controls are covered in depth and considerable time is given to proper care and use of test instruments and safety requirements. Special emphasis is to be placed on proper installation procedures and code requirements.			
<b>AHR 2211A Heating Systems (NC Code)</b>	<b>3</b>	<b>0</b>	<b>3</b>
A comprehensive study of Vol. III of the <i>NC Building Code Heating, Ventilating, Air Conditioning and Refrigeration</i> as it applies to the installation of heating, ventilating, air conditioning and refrigeration equipment in commercial and residential structures.			
<b>AHR 2211B Heating Systems</b>	<b>0</b>	<b>3</b>	<b>1</b>
A comprehensive study of electric, gas and oil heating for residential and small commercial installations. Actual practice is given in "troubleshooting" problems of electric heating systems, gas and oil burners. Operating and safety controls are covered in depth and considerable time is given to proper care and use of test instruments and safety requirements. Special emphasis is placed on proper installation procedures and code requirements. Prerequisite: AHR 2211A.			
<b>AHR 2211C Heating Systems</b>	<b>0</b>	<b>3</b>	<b>1</b>
A continuation of AHR 2211B. Prerequisites: AHR 2211A and AHR 2211B.			
<b>AHR 2212 Residential &amp; Commercial Air Conditioning Systems</b>	<b>3</b>	<b>6</b>	<b>5</b>
Heating and cooling needs of residential and commercial structures are studied. Heat gain calculations are made by the student to determine the type and size of system required and selection of equipment to meet these needs are all a part of the course. Psychrometric charts, tables and graphs are used, specific heat and air flow calculations, humidification and dehumidification are included.			
<b>AHR 2212A Residential &amp; Commercial Air Conditioning Systems (Load Calculation)</b>	<b>3</b>	<b>0</b>	<b>3</b>
Heating and cooling needs of residential and commercial structures are studied. Heat gain calculations are made by the student to determine the type and size of system required and selection of equipment to meet these needs are all a part of the course. Psychrometric charts, tables and graphs are used, specific heat and air flow calculations, humidification and dehumidification are included.			
<b>AHR 2212B Residential &amp; Commercial Air Conditioning Systems (Load Calculation)</b>	<b>0</b>	<b>3</b>	<b>1</b>
A continuation of AHR 2212A. Prerequisite: AHR 2212A.			
<b>AHR 2212C Residential &amp; Commercial Air Conditioning Systems (Load Calculation)</b>	<b>0</b>	<b>3</b>	<b>1</b>
A continuation of AHR 2212B. Prerequisites: AHR 2212A and AHR 2212B.			
<b>AHR 2213 All Weather Systems — Heat Pumps</b>	<b>3</b>	<b>4</b>	<b>5</b>
The refrigerant cycle and the "reverse cycle" principle including the reversing valve receives a great deal of time in this course. Special components and accessories used with the heat pumps are covered. A considerable amount of instruction is devoted to the electric controls found on heat pump systems and to the various service problems involved.			



<b>AHR 2214</b>	<b>Residential &amp; Commercial Air Distribution</b>	<b>3</b>	<b>6</b>	<b>5</b>
This course will include the study of air and its behavior in commercial and residential air conditioning systems. Individual room air volumes will be calculated and outlet actual testing, adjusting and balancing of an air distribution system. Proper adjustments for correct air distribution throughout an entire system and air motion within the conditioned area will be studied.				
<b>AHR 2215</b>	<b>Hydronic Heating Systems</b>	<b>2</b>	<b>3</b>	<b>3</b>
This course treats principles of installation and design of one-pipe and two-pipe hydronic heating systems. Emphasis is placed on special piping procedures and control systems for hydronics.				
<b>AHR 2216</b>	<b>Solar Heating Systems</b>	<b>2</b>	<b>3</b>	<b>3</b>
An introduction to solar domestic water heating and space heating systems. Study and lab experience will include components, operating modes, equipment selection, installation procedures, maintenance and troubleshooting of solar heating systems.				
<b>AHR 2217</b>	<b>Job Planning and Estimating</b>	<b>2</b>	<b>6</b>	<b>4</b>
Specifications, study of prints, notations and synopsis of material cost. Synopsis of labor cost, listing of equipment and material take-off, labor take-off, sub-contractor estimates, duct system estimate (poundage method) overhead costs, and estimate of job will be studied.				
<b>ART 100</b>	<b>The Elements of Commercial Art</b>	<b>5</b>	<b>0</b>	<b>5</b>
A study of the elements and principles of design and composition. Emphasis will be placed on learning how the properly applied principles and elements of design make commercial art most effective. Line, shape, value, texture, and color will be discussed in relation to specific examples of commercial art.				



<b>ART 205</b>	<b>History and Appreciation of Art</b>	<b>5</b>	<b>0</b>	<b>5</b>
	The aims of this course are to establish an understanding of art, to develop an appreciation for the relationship between art and man, and to study art in a cultural environment.			
<b>ART 236</b>	<b>Art Activities for the Classroom</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Designed to present art activities such as the fundamentals of cartooning, line drawing, and bulletin board designing for the elementary classroom.			
<b>AUT 1201</b>	<b>Internal Combustion Engines</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Study of the construction and operation of components of internal combustion engines. Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work.			
<b>AUT 1202</b>	<b>Engine Servicing</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.			
<b>AUT 1203</b>	<b>Auto Electrical Systems</b>	<b>6</b>	<b>9</b>	<b>9</b>
	A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring.			
<b>AUT 1204</b>	<b>Auto Fuel Systems</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Construction and operation principles of fuel pumps, carburetors. Fuel injectors will be covered. Procedures for rebuilding and all adjustments will be studied. Special emphasis will be given to diesel injection principles that apply to automotive application.			
<b>AUT 1205</b>	<b>Diesel Engine Diagnosis</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Combustion requirements, special methods used in diesel engines to achieve proper fuel ratios. Complete testing procedures and equipment for injectors and nozzles. Emphasis is placed on different malfunctions likely to occur in practice.			
<b>AUT 1221</b>	<b>Auto Braking Systems</b>	<b>2</b>	<b>6</b>	<b>4</b>
	A complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustments and repair.			
<b>AUT 1223</b>	<b>Auto Chassis</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage and front end alignment.			
<b>AUT 1224</b>	<b>Auto Power Trains</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axle and differentials. Identification of troubles, servicing and repair.			
<b>AUT 1225</b>	<b>Auto Diagnosis</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Trouble-shooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing.			
<b>AUT 1226</b>	<b>Advanced Electrical Systems</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Detailed study in theory and construction of electronic controlled charging and ignition systems.			
<b>AUT 1227</b>	<b>Advanced Fuel Systems</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Extensive practices in repairing and adjusting multi-Venturi carburetors of latest types			





and fuel injection systems on domestic and import cars will be covered. Auto-emission control systems repair and adjustments emphasized.

<b>AUT 1228</b>	<b>Advanced Automatic Transmission</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Extensive study and practice in operational theory of the latest types of automatic transmissions.			
<b>AUT 1229</b>	<b>Advanced Transmission Servicing</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Emphasis placed upon diagnostic road-testing, repair and final linkage adjustments made after repair and replacement in chassis.			
<b>AUT 1230</b>	<b>Advanced Auto Shop Service</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Introduction to Auto Shop foremanship and specifications for rebuilding, replacing, and repair of working components of the automobile. Emphasis will be upon proper engine overhaul, brake service and front end servicing.			
<b>AUT 1231</b>	<b>Diagnostic Tune Up</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Offers additional time for study and practical application of all tune up and test lab equipment. Emphasis will be upon diagnosing trouble from test results and adjusting and servicing engines with various types of Emission Control Systems.			
<b>AUT 1244</b>	<b>Power Trains</b>	<b>3</b>	<b>9</b>	<b>6</b>
	A study is made of types of gears, gear reduction ratios, gear combinations, bearings, types of clutches, drive lines, universals and hydraulics as applied to power transmissions. Laboratory instruction is offered in the repair and servicing of clutches, fluid couplings and torque converters, standard power overdrive, multiple and automatic transmissions, drive lines and universal joints, and single speed and multispeed final drive assemblies.			
<b>AUT 1311</b>	<b>Auto Body Welding</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Development of selected skills in oxyacetylene welding and leaded. Shop exercises will include: practice in oxyacetylene welding, brazing and oxyacetylene cutting.			
<b>AUT 1312</b>	<b>Body Panel &amp; Fender Repair</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Orientation to auto body repair and basic body and chassis construction; development of skills and analyzing damage patterns, shrinkage and straightening body panels and fenders. Shop exercises will include: proper use of tools, use of parts manual, analysis of damage patterns, shrinking, roughing out and straightening body damages, utilizing manual and air operated dollies and hammers and submitting job estimates on each assignment.			
<b>AUT 1313</b>	<b>Body Panel &amp; Fender Replacement</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Development of skills and analyzing damage patterns and the replacement of body panels and fenders. Shop exercises will include analysis of damage and replacement of panels affected. Job estimates submitted on each assignment.			
<b>AUT 1314</b>	<b>Metal Finishing</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Use of filler materials, grinding, filing and sanding filled metal sections to make ready for painting.			
<b>AUT 1315</b>	<b>Metallic Fillers</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Development of skills in oxyacetylene brazing, soldering, tinning and leaded. Preparation of metal filled surfaces for painting.			
<b>AUT 1316</b>	<b>Painting — Panel</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Development of selected skills in refinishing automotive body panels and fenders. Shop exercises will include preparation of body surfaces, proper and efficient masking procedures, practicing painting, spot painting, disassembly, cleaning and reassembly of spray equipment.			
<b>AUT 1317</b>	<b>Frame Straightening &amp; Alignment</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Development of skills in straightening of automotive frames and bumpers; and in the			



installation and alignment of front end parts. Shop exercises will include: frame and arm alignment, bumper straightening, replacement of cross members, frame replacement, applying pressure to frame members, front section alignment, steering assembly and submitting job estimates.

<b>AUT 1318</b>	<b>Painting — Overall</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Development of skills in refinishing the overall exterior of bodies. Shop exercises will include the preparation of body surfaces, masking procedures, painting, core of spray equipment. Compounding, waxing, polishing and refinish job estimating.			
<b>AUT 1319</b>	<b>Trim &amp; Glass</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Development of skills in replacement of upholstery, trim and automotive glass. Shop exercises will include: adjusting seats, replacing, headlining, interior panels, molding, trim, seat covers, arm rest covers, automotive glass, window regulators, glass channels, making trial orders for glass replacement and submitting job estimates with each assignment.			
<b>BIO 101</b>	<b>General Biology I</b>	<b>5</b>	<b>2</b>	<b>6</b>
	The science of biology, physiochemical nature of protoplasm emphasizing the role of DNA, RNA and cellular enzymes; cell structure, mitosis and meiosis, basic genetics, selected studies of plants emphasizing embryological observations and experimentation.			
<b>BIO 102</b>	<b>General Biology II</b>	<b>5</b>	<b>2</b>	<b>6</b>
	This course is the sequel to General Biology I (BIO 101) dealing with animal studies, morphology, physiology, homeostasis, taxonomy, behavior, and ecology of living organisms, as well as the evolution of life. Prerequisite: BIO 101 or permission of the Instructor.			
<b>BIO 300</b>	<b>Cardiopulmonary Resuscitation (CPR)</b>	<b>1</b>	<b>0</b>	<b>1</b>
	Teaches and develops skills in the life saving procedure of Cardiopulmonary Resuscitation. Practical application with appropriate equipment is used extensively. Upon successful completion of course, persons will be certified in CPR.			
<b>BIO 301</b>	<b>Multimedia First Aid and Cardiopulmonary Resuscitation</b>	<b>0</b>	<b>2</b>	<b>1</b>
	A student will learn and develop skills in the life-saving procedures of First Aid and Cardiopulmonary Resuscitation. Multimedia presentations are used extensively. Practical application re-enforces the learning. Upon successful completion of course, persons will be certified in CPR.			
<b>BUS 101</b>	<b>Introduction to Business</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A survey of business practices with particular emphasis on financing, marketing, internal control, and management.			
<b>BUS 102</b>	<b>Basic Typewriting</b>	<b>3</b>	<b>2</b>	<b>4</b>
	Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, development of speed and accuracy, and simple business correspondence.			
<b>BUS 102A</b>	<b>Basic Typewriting I</b>	<b>2</b>	<b>1</b>	<b>2</b>
	Introduction to the touch typewriting system with emphasis on correct techniques. Student must complete BUS 102A and BUS 102B to receive credit.			
<b>BUS 102B</b>	<b>Basic Typewriting II</b>	<b>1</b>	<b>1</b>	<b>2</b>
	Mastery of the keyboard, simple business correspondence, tabulations, and manuscripts. Prerequisite: BUS 102A. Student must complete both BUS 102A and BUS 102B to receive credit.			
<b>BUS 103</b>	<b>Intermediate Typewriting</b>	<b>3</b>	<b>2</b>	<b>4</b>
	Development of typewriting speed and accuracy with further mastery of correct typewriting techniques as applied to correspondence, tabulations, forms, and manuscripts. Prerequisite: BUS 102 or equivalent.			

<b>BUS 104</b>	<b>Advanced Typewriting</b>	<b>3</b>	<b>2</b>	<b>4</b>
	Emphasis on production typing problems and speed building, and the development of the student's ability to function as an expert typist producing mailable copies. Prerequisite: BUS 103.			
<b>BUS 105</b>	<b>Professional Typewriting</b>	<b>3</b>	<b>2</b>	<b>4</b>
	Emphasis on the development of individual production rates and on correct procedures within the area of specialization (executive, general office, legal, or medical). The student learns the techniques needed in planning and typing various business projects that closely approximate actual office experiences. Prerequisite: BUS 104.			
<b>BUS 106</b>	<b>Shorthand I</b>	<b>3</b>	<b>2</b>	<b>4</b>
	A beginning course in the theory and practice of reading and writing shorthand with emphasis on phonetics, penmanship, word families, brief forms, and phrases. This course and BUS 180, secretarial English, are to be taken during the same quarter.			
<b>BUS 107</b>	<b>Shorthand II</b>	<b>3</b>	<b>2</b>	<b>4</b>
	Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: BUS 106 or instructor's permission.			
<b>BUS 108</b>	<b>Shorthand III</b>	<b>3</b>	<b>2</b>	<b>4</b>
	Emphasis on development of speed in dictation and accuracy in transcription. Prerequisite: BUS 107 or instructor's permission.			
<b>BUS 110</b>	<b>Office Machines</b>	<b>2</b>	<b>3</b>	<b>3</b>
	A survey of business and office machines with emphasis placed upon techniques, processes, operation and business application of the ten-key adding machine, electronic video display, and printing calculators.			
<b>BUS 112</b>	<b>Records Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
	This course provides instruction and actual practice in alphabetic, geographic, numeric, and subject correspondence filing.			
<b>BUS 115</b>	<b>Business Law</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts and sales.			
<b>BUS 116</b>	<b>Business Law</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Includes the study of laws pertaining to bailments, commercial paper, agency, and employment.			
<b>BUS 118</b>	<b>Basic Secretarial Accounting</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A study of the basic accounting principles. Students will prepare journals, general and subsidiary ledgers, work sheets, balance sheets, income statements, and year-end summarizations.			
<b>BUS 119</b>	<b>Advanced Secretarial Accounting</b>	<b>5</b>	<b>0</b>	<b>5</b>
	This course includes the study of banking procedures; timekeeping and payroll computations, income tax procedures and practical application of accounting principles. Prerequisite: BUS 118 or instructor's permission.			
<b>BUS 120</b>	<b>Accounting Principles I</b>	<b>5</b>	<b>0</b>	<b>5</b>
	An introductory course which acquaints the student with the accounting terminology, basic principles, techniques, papers, and special journals used in recording transactions for a business. Practical application of the principles learned are made by working problems for a company.			
<b>BUS 121</b>	<b>Accounting Principles II</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A continuation of BUS 120 with emphasis on the use of credit instruments, inventory valuation, depreciation, internal control, payroll taxes, and partnership accounting. Prerequisite: BUS 120 or instructor's permission.			

<b>BUS 122</b>	<b>Accounting Principles III</b>	<b>5</b>	<b>0</b>	<b>5</b>
	This course includes the study of proprietorship, departments, branches, budgetary control, decision making, and statement analysis. Emphasis is placed on recording, summarizing, and interpreting accounting data. Prerequisite: BUS 121 or instructor's permission.			
<b>BUS 123</b>	<b>Business Finance</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Financing federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply or funds, monetary and credit policies.			
<b>BUS 124</b>	<b>Business Finance</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Financing of business units, as individuals, partnerships, corporations and trusts. A detailed study is made of short-term, and consumer financing.			
<b>BUS 165</b>	<b>Fundamentals of Real Estate</b>	<b>6</b>	<b>0</b>	<b>6</b>
	This course consists of instruction in fundamental real estate principles and practices including real estate law, financing, brokerage, closing, valuation, management, and taxation. Also included is instruction on residential building construction, land use, the real estate market and the North Carolina Real Estate License Law and Rules/Regulations of the North Carolina Real Estate Licensing Board.			
<b>BUS 165A</b>	<b>Fundamentals of Real Estate</b>	<b>3</b>	<b>0</b>	<b>3</b>
	This course consists of instruction in fundamental real estate principles and practices, including real estate law, financing, brokerage, closing, valuation, management, and taxation. Also included is instruction on residential building construction, land use, the real estate market and the North Carolina Real Estate License Law and Rules/Regulations of the North Carolina Real Estate Licensing Board. (Please Note: Recommendations to sit for the Licensing Exam will be awarded only upon successful completion of BUS 165A & BUS 165B.)			



<b>BUS 165B</b>	<b>Fundamentals of Real Estate</b>	<b>3</b>	<b>0</b>	<b>3</b>	Continuation of BUS 165A. (Please Note: Recommendation to sit for the Licensing Exam will be awarded only upon successful completion of BUS 165A and BUS 165B.)
<b>BUS 166</b>	<b>Residential Real Estate Appraisal</b>	<b>3</b>	<b>0</b>	<b>3</b>	Fundamentals of residential real estate appraisal are covered. Cost approach, Market approach, and income approach are covered and applied through practical exercises.
<b>BUS 167</b>	<b>Real Estate Law</b>	<b>3</b>	<b>0</b>	<b>3</b>	Real Estate Law will provide a practical working knowledge of legal concepts and practices affecting real estate in general and real estate brokerage in particular. Prerequisite: BUS 162, BUS 163 or BUS 165.
<b>BUS 168</b>	<b>Real Estate Finance</b>	<b>3</b>	<b>0</b>	<b>3</b>	Real Estate Finance emphasizes the financial aspects of the real estate profession. Topics covered include: types and sources of mortgage funds, secondary mortgage market, special finance methods, finance legislation, residential and income property loan analysis. Prerequisites: BUS 162, BUS 163 or BUS 165.
<b>BUS 169</b>	<b>Real Estate Brokerage Operations</b>	<b>3</b>	<b>0</b>	<b>3</b>	This course consists of basic instruction in the various aspects of real estate brokerage operations, including establishing a brokerage firm, management concepts and practices, personnel and training, marketing operations, records/bookkeeping systems (including trust account bookkeeping), and financial operations. All persons applying for a broker license on or after September 1, 1984 must have completed this new Brokerage Operations course regardless of the number of classroom hours previously completed.
<b>BUS 180</b>	<b>Secretarial English</b>	<b>5</b>	<b>0</b>	<b>5</b>	This course provides instruction in the fundamentals of business English and rules for their use in order to become proficient in the language arts skills required in today's offices.
<b>BUS 183</b>	<b>Legal Terminology</b>	<b>3</b>	<b>0</b>	<b>3</b>	Course to develop an understanding of the legal terminology and vocabulary as used in the legal profession.
<b>BUS 184</b>	<b>Advanced Legal Terminology</b>	<b>3</b>	<b>0</b>	<b>3</b>	A continuation of BUS 183 with emphasis on legal terminology applied in dictation and transcription. Prerequisite: BUS 183 or instructor's permission.
<b>BUS 193</b>	<b>Basic Medical Terminology</b>	<b>3</b>	<b>0</b>	<b>3</b>	Course to develop an understanding of the medical terminology and vocabulary as used in the medical profession.
<b>BUS 194</b>	<b>Advanced Medical Terminology</b>	<b>3</b>	<b>0</b>	<b>3</b>	A continuation of BUS 193 with emphasis on the relationship of medical words to the body, in both health and disease. Prerequisite: BUS 193 or instructor's permission.
<b>BUS 209</b>	<b>Machine Transcription I</b>	<b>2</b>	<b>2</b>	<b>3</b>	Introductory course in the correct techniques of operating dictation/transcription equipment, plus fundamentals of transcription such as spelling, punctuation, grammar, letter placement, and the use of reference materials. Prerequisites: BUS 103, and BUS 180.
<b>BUS 210</b>	<b>Machine Transcription II</b>	<b>2</b>	<b>2</b>	<b>3</b>	Continuation of BUS 209 through intermediate skill level with emphasis on setting up business correspondence and furthering transcription competencies. Prerequisite: BUS 209.
<b>BUS 211</b>	<b>Machine Transcription III</b>	<b>2</b>	<b>2</b>	<b>3</b>	The student will continue to develop the speed, accuracy, and vocabulary to meet the



machine transcription requirements appropriate to the area of general office technology specialization. Prerequisite: BUS 210.

<b>BUS 211L</b>	<b>Machine Transcription III</b>	<b>2</b>	<b>2</b>	<b>3</b>
	The student will continue to develop speed, accuracy, and vocabulary to meet the machine transcription requirements appropriate to the area of legal specialization. Prerequisites: BUS 210 and BUS 183.			
<b>BUS 211M</b>	<b>Machine Transcription III</b>	<b>2</b>	<b>2</b>	<b>3</b>
	The student will continue to develop speed, accuracy, and vocabulary to meet the machine transcription requirements appropriate to the area of medical specialization. Prerequisites: BUS 210, BUS 193, and BUS 194.			
<b>BUS 215</b>	<b>Office Procedures</b>	<b>3</b>	<b>2</b>	<b>4</b>
	A course designed to acquaint the student with the responsibilities encountered by secretarial personnel in today's offices. The student will study typical procedures as found in the area of executive or general office specialization. Prerequisite: BUS 103.			
<b>BUS 215L</b>	<b>Office Procedures</b>	<b>3</b>	<b>2</b>	<b>4</b>
	A course designed to acquaint the student with the responsibilities encountered by secretarial personnel in today's legal offices. The student will study typical procedures as found in the area of legal specialization. Prerequisite: BUS 103.			
<b>BUS 215M</b>	<b>Office Procedures</b>	<b>3</b>	<b>2</b>	<b>4</b>
	A course designed to acquaint the student with the responsibilities encountered by secretarial personnel in today's medical offices. The student will study typical procedures as found in the area of medical specialization. Prerequisite: BUS 103.			
<b>BUS 220</b>	<b>Payroll Accounting</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A complete course in payroll procedures including computation of gross earnings, recording and paying the payroll, and introductions to various payroll systems.			
<b>BUS 222</b>	<b>Intermediate Accounting I</b>	<b>5</b>	<b>0</b>	<b>5</b>
	Thorough treatment of the field of general accounting providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income statement, fundamental processes of recording, cash and temporary investments. Prerequisite: BUS 122 or instructor's permission.			
<b>BUS 223</b>	<b>Intermediate Accounting II</b>	<b>5</b>	<b>0</b>	<b>5</b>
	Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes. Prerequisite: BUS 222 or instructor's permission.			
<b>BUS 225</b>	<b>Cost Accounting</b>	<b>5</b>	<b>0</b>	<b>5</b>
	Nature and purposes of cost accounting; accounting for direct labor, materials, and factory overhead; job cost principles, standard cost principles, and procedures; selling and distribution cost; timekeeping and payroll procedures; budgets and executive use of cost figures. Prerequisite: BUS 121 or instructor's permission.			
<b>BUS 227</b>	<b>Advanced Accounting</b>	<b>5</b>	<b>0</b>	<b>5</b>
	Advanced accounting theory and principles as applied to special accounting problems, bankruptcy proceedings, estates and trusts, consolidation of statements, parent, and subsidiary accounting. Prerequisite: BUS 223.			
<b>BUS 228</b>	<b>Government Accounting</b>	<b>5</b>	<b>0</b>	<b>5</b>
	The objective of the course is to give the participant a better understanding of the financial operations of a local government, particularly with respect to the connections among the various financial operations and between them the legal requirements which are typically imposed on local governments. Prerequisite: BUS 122 or instructor's permission.			

<b>BUS 229</b>	<b>Income Taxes</b>	<b>5</b>	<b>0</b>	<b>5</b>	A study of federal income taxes with emphasis on the preparation of individual tax returns.
<b>BUS 229A</b>	<b>Income Taxes</b>	<b>3</b>	<b>0</b>	<b>3</b>	The first of two sections of a study of federal income taxes with emphasis on the preparation of federal individual tax returns.
<b>BUS 229B</b>	<b>Income Taxes</b>	<b>2</b>	<b>0</b>	<b>2</b>	A continuation of BUS 229A Income Taxes.
<b>BUS 230</b>	<b>Corporate Taxes</b>	<b>3</b>	<b>0</b>	<b>3</b>	A further study of tax accounting, with special emphasis placed on corporations, estates, and trusts.
<b>BUS 231</b>	<b>Auditing</b>	<b>5</b>	<b>0</b>	<b>5</b>	A study of the most recent developments in auditing theory, standards, procedures, and reports. Emphasis will be placed on internal control review and evaluation, on statistical sampling theory and application, and on procedural testing. Audit objectives, reports, procedures, and review are presented. Prerequisite: BUS 122 or instructor's permission.
<b>BUS 232</b>	<b>Sales Development</b>	<b>3</b>	<b>0</b>	<b>3</b>	A study of retail, wholesale and specifically selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.
<b>BUS 233</b>	<b>Personnel Management</b>	<b>3</b>	<b>0</b>	<b>3</b>	Principles of organization and management of personnel, procurement, placement, training, performance checking, remuneration, labor relations, fringe benefits and security are included. The role of personnel management in organization is stressed.
<b>BUS 234</b>	<b>Personnel Problems</b>	<b>3</b>	<b>0</b>	<b>3</b>	Continued objectives, functions and organization of personnel programs in various levels and settings are included. Problem-solving and case study methods are emphasized.
<b>BUS 235</b>	<b>Business Management</b>	<b>3</b>	<b>0</b>	<b>3</b>	Principles of business management including an overview of major functions of management, such as planning, organizing, directing and controlling.
<b>BUS 236</b>	<b>Small Business Management</b>	<b>3</b>	<b>0</b>	<b>3</b>	An overview of the small business scene including essentials for planning, financing, and controlling the small firm. Form, structure, merchandising, and sales are included.
<b>BUS 237</b>	<b>Small Business Management Problems</b>	<b>3</b>	<b>0</b>	<b>3</b>	Management problems in the small business setting. Case study and problem solving techniques are emphasized.
<b>BUS 238</b>	<b>Sales and Inventory Procedures</b>	<b>3</b>	<b>0</b>	<b>3</b>	Emphasis on selling procedures, customer relations, marketing and displaying merchandise, use of the cash register, credit card sales, and inventory record-keeping as required for a general sales clerk.
<b>BUS 239</b>	<b>Marketing</b>	<b>3</b>	<b>0</b>	<b>3</b>	A general survey of the field of marketing, with a detailed study of the functions, policies and institutions involved in the marketing process.
<b>BUS 240</b>	<b>Marketing Problems</b>	<b>3</b>	<b>0</b>	<b>3</b>	A continuation of the general survey of the marketing field, with particular emphasis given to the application of principles through case analysis and problem solving. Prerequisite: BUS 239 or instructor's permission.

<b>BUS 241</b>	<b>Sales Promotion Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
	The scope and activities of sales promotion with emphasis on the coordination of advertising, display, special events, and publicity. External and internal methods of promoting business; budgeting, planning, and implementing the plan.			
<b>BUS 243</b>	<b>Advertising</b>	<b>3</b>	<b>0</b>	<b>3</b>
	The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals, products, and markets.			
<b>BUS 245</b>	<b>Retailing</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.			
<b>BUS 247</b>	<b>Business Insurance</b>	<b>3</b>	<b>0</b>	<b>3</b>
	The basic principles of risk insurance, and risk management are presented. A survey of the insurance institution is included.			
<b>BUS 248</b>	<b>Business Insurance</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A continuation of BUS 247, with emphasis on insurance contract content and government regulation of insurance.			
<b>BUS 249</b>	<b>Buying and Merchandising</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Analyze the organization for buying; what and how much to buy. Topics included are the psychology of dealing with people, vendor relations, planning merchandise assortment, inventory and stock control, pricing.			
<b>BUS 255</b>	<b>Interpreting Accounting Records</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Designed to aid the student in developing a "use understanding" of accounting records, reports and financial statements. Interpretation, analysis, and utilization of accounting statements. Prerequisite: BUS 121 or instructor's permission.			
<b>BUS 271</b>	<b>Office Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Study of basic management principles as applied to the office as a business service center.			
<b>BUS 272</b>	<b>Principles of Supervision</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.			
<b>BUS 273</b>	<b>Introduction to Word Processing</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Designed to introduce the student to the major aspects of word processing, including concepts, systems and equipment, available careers, and basic information on implementing word processing.			
<b>BUS 274</b>	<b>Word Processing Applications</b>	<b>2</b>	<b>2</b>	<b>3</b>
	This course is designed for students who have mastered basic keyboard skills and typewriting operations, who are familiar with styles and formats for typing business correspondence and reports, and who wish to gain proficiency in the basic word processing operations required in entry-level positions in word processing. Prerequisite: BUS 102.			
<b>BUS 1103</b>	<b>Small Business Operations</b>	<b>3</b>	<b>0</b>	<b>3</b>
	An introduction to the business world, problems of business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.			
<b>BUS 1104</b>	<b>Cosmetic Sales and Marketing</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Covers the principles of salesmanship and their application to creative and effective techniques for selling fashion products, by means of role playing various selling situations.			

<b>CAR 1201</b>	<b>Froming</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Intruduction to the basic terms, definitions and practices in floor, sill, wall, ceiling joint, and truss or rafter construction. Fasteners and special construction layout will be emphasized. Extensive practice and study will be given to plumbing, walls, bracing, bridging and rafter design.			
<b>CAR 1202</b>	<b>Roofing</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Raof styles, roofing members and methods for application of the final covering such as shingles, tile and buildup types will be studied and practiced in simulated and actual on site construction. Build up raofs will be given special emphasis in flashing and sealing to eliminate roof leaks.			
<b>CAR 1203</b>	<b>Interior Wall Finish</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Skill and understanding terms and practices camman to the trade of interior wall finishes will be learned. Practice in installing and finishing paneling, gypsum and masonry walls will enable students to fallow specification for the various building plans. Understanding of and skill in the sheet rock filling and finishing will be given special attention.			
<b>CAR 1204</b>	<b>Interior Trim</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Practices in door hanging, window installation and trim, stair construction and finish combined with special malding and trim materials. Special emphasis is to be placed upon joining walls, facings and design grains in panel for finish effects.			
<b>CAR 1205</b>	<b>Forming</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Definition of form terms, purpose for which forms are designed, external factors that determine the form design. Study and construction includes forming forms, wall forms, edge forms and base forms for support pillars and column supports. Emphasis will be placed on uses of different materials for form construction. Board panels, metal and fasteners and bracing used with each type of form design.			
<b>CAR 1206</b>	<b>Exterior Finish</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Definition and terms associated with exterior wall coverings and trim. Use of various cornice styles and malding with proper materials to match brick veneer, various wood, composition and metal siding construction. Emphasis will be upon proper understanding and interpretation of specifications as found in the working drawings for each type of siding construction.			
<b>CAR 1207</b>	<b>Plumbing &amp; Wiring</b>	<b>1</b>	<b>3</b>	<b>2</b>
	Instruction and application of the planning, layout and installation of wiring and plumbing in residential applications. Students will receive practice in the installation of various plumbing fixtures and circuits as per National Code regulations.			
<b>CAR 1208</b>	<b>Cobinet Moking</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Intruduction to the motor driven machines found in cabinet shop use. Safety will be the first requirement in teaching the techniques for each machine operation. Cabinet design, materials, hardware and assembly of cabinet units found in kitchens, bathrooms, storage closets, where built in construction is required. Good craftsmanship will be required in each phase of cabinet work. Planning design, material selection, finishes and site installation.			
<b>CAR 1209</b>	<b>Truss &amp; Prefabrication</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Intruduction to roof truss designs, timber sizes and hardware used to build truss units as specified by unit classification. Main parts and design will meet load and space requirements specified. Students will learn how trusses and wall sections are constructed off site and transported and placed on building as complete pre-fabricated units.			
<b>CAT 105</b>	<b>Basic Drawing</b>	<b>1</b>	<b>4</b>	<b>3</b>
	An introduction to the basic manipulative techniques and materials of drawing. Emphasis is placed on the various drawing mediums, drawing surfaces, and the encouragement of graphic expression.			



- |                |                                                                                                                                                                                                                                                     |          |          |          |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|----------|
| <b>CAT 106</b> | <b>Figure Drawing</b>                                                                                                                                                                                                                               | <b>1</b> | <b>4</b> | <b>3</b> |
|                | The human figure and its expressive potentials. The student will gain experience in perspective, light and shade, mass, size and placement, character and expression in graphite, pen and ink, crayon and chalk, transparent and opaque watercolor. |          |          |          |
| <b>CAT 121</b> | <b>Design I</b>                                                                                                                                                                                                                                     | <b>1</b> | <b>4</b> | <b>3</b> |
|                | A study of the basic design fundamentals and principles, and visual problem solving methods. Emphasis is placed upon assigned problems in basic design. Studio terminology, equipment, and materials will also be stressed.                         |          |          |          |
| <b>CAT 122</b> | <b>Design II</b>                                                                                                                                                                                                                                    | <b>1</b> | <b>4</b> | <b>3</b> |
|                | Assigned problems in two and three dimensional design requiring attention to principles of design.                                                                                                                                                  |          |          |          |
| <b>CAT 123</b> | <b>Color Theory I</b>                                                                                                                                                                                                                               | <b>1</b> | <b>4</b> | <b>3</b> |
|                | A study of pigment color and its effect on a composition. Warm and cool colors, analogous colors, complementary colors, the color wheel, the gray scale and color, the psychology of color, and color perspective will be studied.                  |          |          |          |
| <b>CAT 124</b> | <b>Color Theory II</b>                                                                                                                                                                                                                              | <b>1</b> | <b>4</b> | <b>3</b> |
|                | Advanced problems in design. Solutions to practical problems in design for advertising; visual merchandising, photography and television graphics will be stressed.                                                                                 |          |          |          |



<b>CAT 131</b>	<b>Advertising Design</b>	<b>2</b>	<b>2</b>	<b>3</b>
	A study of the application of the principles of design and their application in advertising layouts. Emphasis on visual communication for various phases of the print media.			
<b>CAT 137</b>	<b>Cartooning</b>	<b>1</b>	<b>4</b>	<b>3</b>
	The instruction of individual selection of materials and techniques for cartoons and sketches — light illustration for use in sales promotion, TV, newspaper and magazine publication.			
<b>CAT 201</b>	<b>Typography &amp; Lettering</b>	<b>2</b>	<b>2</b>	<b>3</b>
	Fundamentals of lettering. Execution of finished lettering for reproduction. Lettering and typography indication for layouts and comprehensive design. A survey of typographic terminology, equipment and materials. Applied problems in various mediums.			
<b>CAT 202</b>	<b>Typography &amp; Lettering Aids</b>	<b>2</b>	<b>2</b>	<b>3</b>
	The student will learn the proper use of commercially available lettering machines, the use of transfer letters and how to use photo-composing machines.			
<b>CAT 203</b>	<b>Airbrush Art</b>	<b>2</b>	<b>2</b>	<b>3</b>
	In depth study of the airbrush, accessories and preparations of airbrush and photo art.			
<b>CAT 205</b>	<b>Advanced Drawing</b>	<b>1</b>	<b>4</b>	<b>3</b>
	Drawing exercises designed to increase skill and perception are assigned. Emphasis is on rendering two and three dimensional shapes using a variety of media. Prerequisite: CAT 105 or Instructor's permission.			
<b>CAT 206</b>	<b>Publication Design</b>	<b>2</b>	<b>2</b>	<b>3</b>
	Design and preparation of finished artwork and copy for various types of publications including brochures, magazines, newspapers, etc. Strong emphasis on utilizing professional working conditions, problem solving.			
<b>CAT 210</b>	<b>Magazine Illustration</b>	<b>2</b>	<b>2</b>	<b>3</b>
	In-depth study of the methods used in magazine illustration. Preparation of appropriate copy for glossy illustration, pulp paper and others.			
<b>CAT 211</b>	<b>Copywriting</b>	<b>2</b>	<b>2</b>	<b>3</b>
	A study of the techniques used in originating effective copy for various communicative media. Emphasis is placed upon a review of existing printed materials, the encouragement of originality and completeness of purpose, attention to format. Theory and practice of originating copy for media such as retail store, outdoor posters, leaflets, business and consumer publications.			
<b>CAT 212</b>	<b>Three Dimensional Perspective</b>	<b>2</b>	<b>2</b>	<b>3</b>
	A study and implementation of the graphic presentation of three dimensional objects, one, two and three point perspective is utilized.			
<b>CAT 213</b>	<b>Portfolio</b>	<b>0</b>	<b>4</b>	<b>2</b>
	Preparation of the student for employment, including portfolio, resume, speech, self-presentation and professional procedures.			
<b>CAT 214</b>	<b>Advertising As A Business</b>	<b>1</b>	<b>2</b>	<b>2</b>
	Involves a brief study of the history and evolution of advertising as we know it today. Advertising theory and philosophy will be covered. Projects will be assigned in advertising creativity, innovativeness, copywriting, and other basic vital elements of effective mass communication in all forms of the media.			
<b>CAT 215</b>	<b>Mechanical Layout</b>	<b>2</b>	<b>2</b>	<b>3</b>
	A study of the tools and their uses in the mechanical reproduction of multi-view drawings and orthographic projections.			

<b>CAT 216</b>	<b>Fashion Presentations</b>	<b>1</b>	<b>4</b>	<b>3</b>
	A study of current styles with emphasis on individual selection of color, pattern and textures and how they visually affect the illustration of new design.			
<b>CAT 218</b>	<b>Interior Illustration</b>	<b>1</b>	<b>4</b>	<b>3</b>
	Advanced problems in color, pattern, and texture, and their effect on interior composition. The encouragement of interior expression will be stressed through assigned problems.			
<b>CAT 220</b>	<b>Step and Repeat</b>	<b>1</b>	<b>4</b>	<b>3</b>
	The instruction of individual selection of patterns and how multiple reproductions are derived.			
<b>CAT 222</b>	<b>Graphic Reproductions</b>	<b>1</b>	<b>4</b>	<b>3</b>
	Introduces the fundamental principles of the various graphic printing processes. A study of the practical applications will be demonstrated.			
<b>CAT 223</b>	<b>Camera Ready Graphics</b>	<b>1</b>	<b>4</b>	<b>3</b>
	In-depth study of the preparation of camera ready art work for graphic reproduction. Emphasis will be placed upon assigned problems in Graphic illustration.			
<b>CAT 224</b>	<b>Ad Copy &amp; Layout</b>	<b>1</b>	<b>4</b>	<b>3</b>
	Advanced study of the preparation of ad copy for various media. Individual work on layout and design will be required.			
<b>CAT 232</b>	<b>Product Illustration</b>	<b>1</b>	<b>4</b>	<b>3</b>
	Use of product illustration for commercial purposes. To include household products, hardware, sporting goods, etc. Black and white and color work is conducted.			
<b>CAT 250</b>	<b>Advertising Illustration</b>	<b>1</b>	<b>4</b>	<b>3</b>
	This course requires advanced exploration of illustrating media providing students the opportunity for individual projects. Prerequisite: CAT 215, CAT 105.			
<b>CAT 251</b>	<b>Color Separation (Amberlith-stripping)</b>	<b>2</b>	<b>2</b>	<b>3</b>
	Lithographic and silk screen printing processes only allow one color to be printed at a time. Each additional color requires another run through the press with a new plate or screen. A color stripper prepares the negative needed for each color run, so that only the areas needing the new color are printed.			
<b>CAT 282</b>	<b>Color Illustration</b>	<b>1</b>	<b>4</b>	<b>3</b>
	A step-by-step guide to landscape and building painting using water base paints enabling the student to enhance architectural renderings.			
<b>CHM 101</b>	<b>General Descriptive Chemistry I</b>	<b>5</b>	<b>0</b>	<b>5</b>
	The first semester of an introductory course for students whose programs require only one year of college chemistry. Among the topics introduced are: states of matter, atomic and molecular structure and chemical equilibrium.			
<b>COE 0101-0106</b>	<b>Cooperative Education Internship</b>	<b>0</b>	<b>10</b>	<b>1</b>
	Through the Cooperative Education Program the student works in a position related to his program of study and/or career interest and for an employer selected and/or approved by the institution. The student is supervised periodically by a faculty member, cooperative coordinator or counselor from the institution. Normal credit hours for the field work part of a cooperative program are determined by dividing the average number of hours worked per week by ten. A student may receive a maximum of two credit hours during any one quarter and a maximum of eight credit hours toward degree requirements. Prerequisite: One quarter as a full-time student at Anson Technical College or permission of the department chairman. Requirements include, in addition to satisfactory work performance, self-evaluation and related job reports for each coop period.			

<b>COM 208</b>	<b>Introduction to Journalism</b>	<b>5</b>	<b>0</b>	<b>5</b>
	An introduction to the various areas of journalism, covering such areas as organization of a newspaper, format of news copy, the five W's, ethical considerations and other related topics.			
<b>COS 1001</b>	<b>Scientific Study I</b>	<b>5</b>	<b>15</b>	<b>10</b>
	This course is for beginners in Cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, manicuring, hair, scalp, and skin.			
<b>COS 1001A</b>	<b>Scientific Study I</b>	<b>2</b>	<b>6</b>	<b>4</b>
	This course is for beginners in cosmetology. It includes a study of professional ethics, grooming and personality development, sterilization, sanitation, first aid and bacteriology, cosmetology law, anatomy, chemistry, nails, nail disorders, manicuring, hair, scalp, and skin.			
<b>COS 1001B</b>	<b>Scientific Study I</b>	<b>3</b>	<b>9</b>	<b>6</b>
	A continuation of Cosmetology 1001A. Prerequisite: COS 1001A.			
<b>COS 1002</b>	<b>Scientific Study II</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A classroom study of skin, scalp, hair, nails and their disorders, salesmanship, permanent waving, relaxing, hairdressing, wigs, and hair coloring. Prerequisite: COS 1001.			
<b>COS 1002A</b>	<b>Scientific Study II</b>	<b>2</b>	<b>0</b>	<b>2</b>
	A classroom study of skin, scalp, hair, nails and their disorders, salesmanship, permanent waving, relaxing, hairdressing, wigs, and hair coloring. Prerequisites: COS 1001A and COS 1001B.			
<b>COS 1002B</b>	<b>Scientific Study II</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A continuation of Cosmetology 1002A. Prerequisite: COS 1002A.			
<b>COS 1003</b>	<b>Scientific Study III</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A classroom study of anatomy, manicuring, chemistry, cosmetics-facials, hair styling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene. Prerequisite: COS 1002.			
<b>COS 1003A</b>	<b>Scientific Study III</b>	<b>2</b>	<b>0</b>	<b>2</b>
	A classroom study of anatomy, manicuring, chemistry, cosmetics-facials, hair styling, theory of massage, scalp treatments, superfluous hair removal, grooming and hygiene. Prerequisites: COS 1002A and COS 1002B.			
<b>COS 1003B</b>	<b>Scientific Study III</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A continuation of Cosmetology 1003A. Prerequisite: COS 1003A.			
<b>COS 1004</b>	<b>Scientific Study IV</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A classroom study to further prepare the student who elects to continue in Cosmetology for 1500 hours. Prerequisite: COS 1003.			
<b>COS 1004A</b>	<b>Scientific Study IV</b>	<b>2</b>	<b>0</b>	<b>2</b>
	A continuation of Cosmetology 1003. Prerequisites: COS 1003A and COS 1003B.			
<b>COS 1004B</b>	<b>Scientific Study IV</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A continuation of Cosmetology 1004A. Prerequisite: COS 1004A.			
<b>COS 1011</b>	<b>Mannequin Practice I</b>	<b>0</b>	<b>17</b>	<b>6</b>
	A study of finger waving, pin curling, rollers, hair relaxing, shampooing and rinses, scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, frosting, streaking, wig care and styling.			
<b>COS 1011A</b>	<b>Mannequin Practice I</b>	<b>0</b>	<b>9</b>	<b>3</b>
	A study of finger waving, pin curling, rollers, hair relaxing, shampooing and rinses,			



scalp treatment, hair cutting, permanent waving, hairdressing and combing, hair tinting, bleaching, fringing, streaking, wig care and styling.

<b>COS 1011B</b>	<b>Mannequin Practice I</b>	<b>0</b>	<b>8</b>	<b>3</b>	A continuation of Cosmetology 1011A. Prerequisite: COS 1011A.
<b>COS 1022</b>	<b>Clinical Applications I</b>	<b>0</b>	<b>32</b>	<b>11</b>	A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the area of bacteriology, pin curling, finger waving, rollers, permanent waving, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring, and hair cutting. Prerequisite: COS 1011.
<b>COS 1022A</b>	<b>Clinical Applications I</b>	<b>0</b>	<b>15</b>	<b>5</b>	A study of live model performance. This course is designed to develop skills and understanding of techniques and applications in the area of bacteriology, pin curling, finger waving, rollers, permanent waving, chemical relaxing, hairdressing and wigs, manicuring and pedicuring, skin and scalp disorders, hair coloring, and hair cutting. Prerequisites: COS 1011A and COS 1011B.
<b>COS 1022B</b>	<b>Clinical Applications I</b>	<b>0</b>	<b>17</b>	<b>6</b>	A continuation of Cosmetology 1022A. Prerequisite: COS 1022A.
<b>COS 1033</b>	<b>Clinical Applications II</b>	<b>0</b>	<b>32</b>	<b>11</b>	This course gives continued laboratory practice and application of techniques in hair shopping, professional ethics, manicuring, chemistry, cosmetics-facials, hair styling, hair coloring (rinses, etc.) and scalp treatments. Prerequisite: COS 1022.
<b>COS 1033A</b>	<b>Clinical Applications II</b>	<b>0</b>	<b>15</b>	<b>5</b>	This course gives continued laboratory practice and application of techniques in hair shopping, professional ethics, manicuring, chemistry, cosmetics-facials, hair styling, hair coloring (rinses, etc.) and scalp treatments. Prerequisites: COS 1022A and COS 1022B.
<b>COS 1033B</b>	<b>Clinical Applications II</b>	<b>0</b>	<b>17</b>	<b>6</b>	A continuation of Cosmetology 1033A. Prerequisite: COS 1033A.
<b>COS 1044</b>	<b>Clinical Applications III</b>	<b>0</b>	<b>32</b>	<b>11</b>	A continued study of laboratory practices in chemistry, sanitation, sterilization, hair coloring and lash and brow tinting, artistry in hair styling, cold waving and hair shopping. Prerequisite: COS 1033.
<b>COS 1044A</b>	<b>Clinical Applications III</b>	<b>0</b>	<b>15</b>	<b>5</b>	A continued study of laboratory practices in chemistry, sanitation, sterilization, hair coloring and lash tinting, artistry in hair styling, cold waving and hair shaping. Prerequisites: COS 1033A and COS 1033B.
<b>COS 1044B</b>	<b>Clinical Applications III</b>	<b>0</b>	<b>17</b>	<b>6</b>	A continuation of Cosmetology 1044A. Prerequisite: COS 1044A.
<b>DFT 101</b>	<b>Technical Drafting</b>	<b>1</b>	<b>4</b>	<b>3</b>	The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.
<b>DFT 102</b>	<b>Technical Drafting</b>	<b>1</b>	<b>4</b>	<b>3</b>	The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction of the graphical analysis of space problems. Problems of practical design elements

involving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices for "Details" and "working drawings", approved by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects.

<b>DFT 104</b>	<b>Blueprint Reading: Mechanical</b>	<b>0</b>	<b>3</b>	<b>1</b>	Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.
<b>DFT 105</b>	<b>Blueprint Reading and Sketching</b>	<b>0</b>	<b>3</b>	<b>1</b>	Interpretation and reading of blueprints. Information on the basic principles of the blueprint; sketching, schematics and diagrams using the appropriate symbols and notes.
<b>DFT 110</b>	<b>Technical Drawing</b>	<b>2</b>	<b>9</b>	<b>5</b>	An introductory study of the graphic language, principles of mechanical drawing and orthographic projection. Skills and techniques are included in the areas of freehand lettering, geometrical constructions, sketching and shape description, multiview project, and sectional views.
<b>DFT 120</b>	<b>Technical Drawing</b>	<b>2</b>	<b>9</b>	<b>5</b>	The application of sectional views to more complex problems, primary and secondary auxiliary views, simple and successive revolution, and the importance of shop processes, dimensioning, and tolerancing. Includes introduction to working drawings. Prerequisite: DFT 110 or instructor's permission.
<b>DFT 130</b>	<b>Technical Drawing</b>	<b>2</b>	<b>9</b>	<b>5</b>	A study of the practices of isometric projection, oblique projection, and perspective projection. Intersections and developments are studied, along with the drawing of gears, cam, and electronic diagrams and reproduction and control of drawings. Prerequisite or instructor's permission: DFT 110, 120.
<b>DFT 201</b>	<b>Technical Drawing</b>	<b>2</b>	<b>9</b>	<b>5</b>	An introduction to structural drawings, topographical drawings and mapping, pipe drawings, welding representation, graphs, alignment charts, empirical equations and graphical mathematics.
<b>DFT 204</b>	<b>Descriptive Geometry</b>	<b>2</b>	<b>4</b>	<b>4</b>	A graphic analysis of space problems involving points, lines, planes, connectors, and a combination of these. Practical design problems are stressed with analytical verification where applicable. Visualization is stressed on every problem.
<b>DFT 205</b>	<b>Design Drafting I</b>	<b>2</b>	<b>9</b>	<b>5</b>	An introduction to basic design in the study of motion transfer mechanisms as they relate to power trains. Principles of design sketching, design drawing, layout drafting, and simplified drafting practices constitute areas of study. Various methods of specifying materials and workmanship are an integral part of the course.
<b>DFT 206</b>	<b>Design Drafting II</b>	<b>2</b>	<b>9</b>	<b>5</b>	A research course in solving a problem in design by consulting various manuals and periodicals and through laboratory experiments. A written technical report, preliminary design sketches, layout drawings, detail drawings, assembly and subassembly drawings, pictorial drawings, exploded assembly, patent drawings, and specifications are required as a part of the problem. Prerequisite or instructor's permission: DFT 205.
<b>DFT 211</b>	<b>Mechanisms</b>	<b>3</b>	<b>3</b>	<b>4</b>	An examination of mathematical and drafting room solutions of problems involving the principles of machine elements. Includes a study of motions of linkages, velocities, and acceleration of points within a link mechanism and layout methods for designing cam, belts, gears, and gear trains.

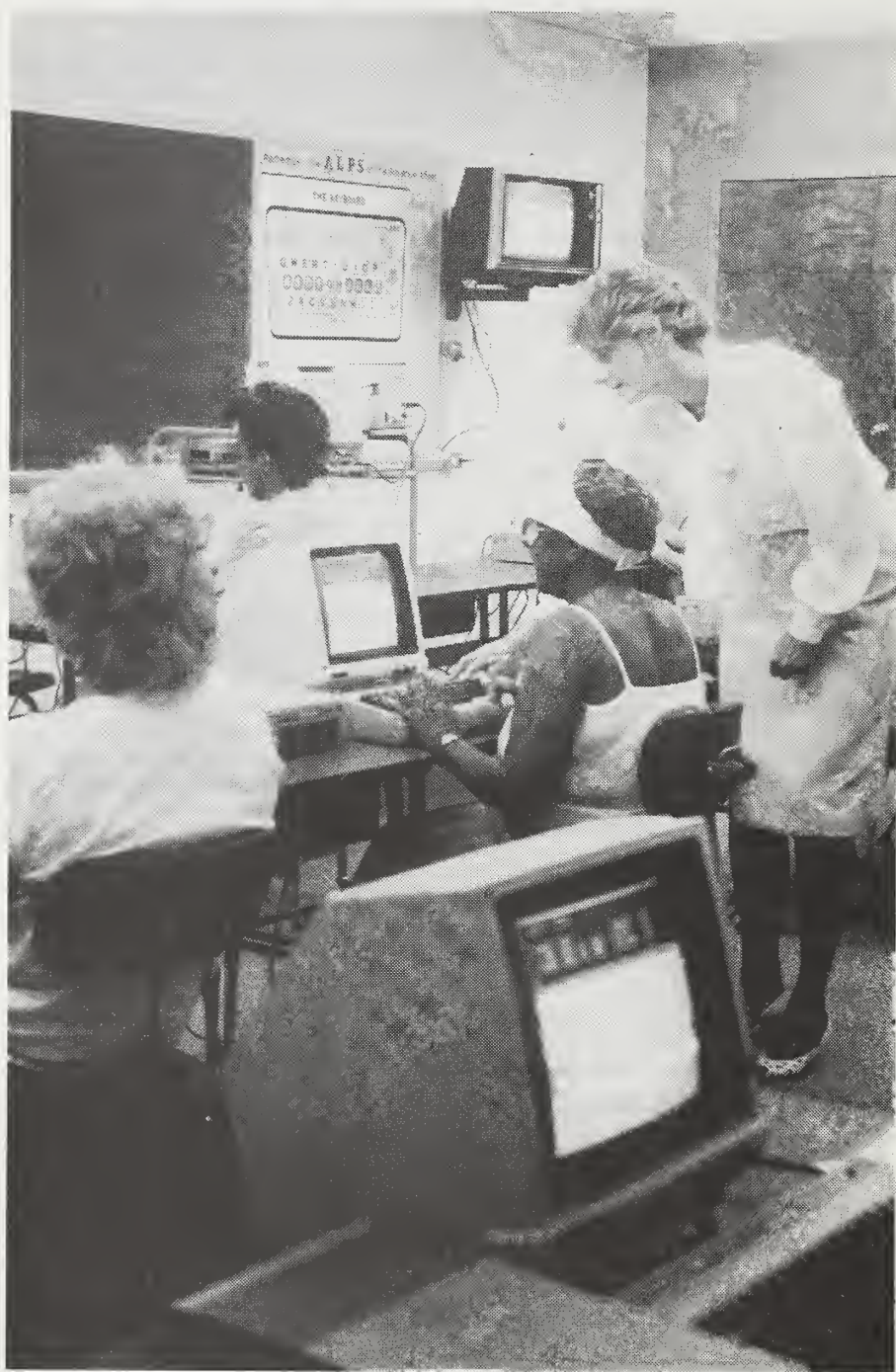
<b>DFT 1101</b>	<b>Schematics and Diagrams: Power Mechanics</b>	<b>0</b>	<b>3</b>	<b>1</b>	Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.
<b>DFT 1118</b>	<b>Pattern Developing and Sketching</b>	<b>0</b>	<b>3</b>	<b>1</b>	Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.
<b>DFT 1145</b>	<b>Specifications and Contracts</b>	<b>2</b>	<b>0</b>	<b>2</b>	The purpose and wirings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection.
<b>DFT 1204</b>	<b>Blueprint Reading &amp; Sketching</b>	<b>1</b>	<b>3</b>	<b>2</b>	Interpretation and reading of blueprints. Information on the basic principles of the blueprint; sketching, schematics and diagrams using the appropriate symbols and notes.
<b>ECO 102</b>	<b>Economics I</b>	<b>3</b>	<b>0</b>	<b>3</b>	The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.
<b>ECO 104</b>	<b>Economics II</b>	<b>3</b>	<b>0</b>	<b>3</b>	Greater depth in principles of economics, including a penetration into the position and pricing of national output, distribution of income, international trade and finance, and current economic problems.
<b>ECO 108</b>	<b>Personal Money Management I</b>	<b>3</b>	<b>0</b>	<b>3</b>	Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives.
<b>ECO 109</b>	<b>Personal Money Management II</b>	<b>3</b>	<b>0</b>	<b>3</b>	A continuation of ECO 108 with emphasis on the consumer movements, government protection, and consumer problems.
<b>ECO 110</b>	<b>Applied Economics for Client Assistance</b>	<b>3</b>	<b>0</b>	<b>3</b>	This course is designed to provide the student with techniques to assist others in personal money management. These include: attaining the best fair values, stretching your clothing dollars, managing health care dollars, and saving money on appliances, furniture and automobiles.
<b>ECO 201</b>	<b>Principles of Economics I (MACRO)</b>	<b>5</b>	<b>0</b>	<b>5</b>	A survey of basic economic principles, business organization, pricing mechanisms, money and banking, monetary and fiscal policy, production and distribution of national income.
<b>ECO 202</b>	<b>Principles of Economics II (MICRO)</b>	<b>5</b>	<b>0</b>	<b>5</b>	A continuation of Economics 201 with emphasis on international trade and finance, comparative economic systems, and current economic problems. Prerequisite: ECO 201 or instructor's permission.
<b>EDP 102</b>	<b>Microcomputer Operations</b>	<b>1</b>	<b>2</b>	<b>2</b>	The student will learn to use the microcomputer and various types of software to complete personal and business operations. Some programs the student will use are word processing, data base management, and spreadsheet applications.

<b>EDP 103</b>	<b>Introduction to Microcomputers</b>	<b>2</b>	<b>4</b>	<b>4</b>
	The student will understand microcomputer equipment and will explore some of its uses in both the small business and in the home. Computer language programs will be developed and executed (run) using one or more microcomputer systems.			
<b>EDP 104</b>	<b>Introduction to Data Processing</b>	<b>3</b>	<b>2</b>	<b>4</b>
	Fundamental concepts and operations principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detailed study of particular computer problems. This course is a prerequisite for all programming courses.			
<b>EDP 107</b>	<b>Computer Programming Logic and Techniques</b>	<b>2</b>	<b>2</b>	<b>3</b>
	The student will be introduced to the computerized processing of business applications and the role of the programmer in designing programs for business applications. The student will be aware of the types of source documents to be used for input and the desired reports or other data (output) required by management from the computer. Emphasis will be on analyzing data, using flow charts, program logic and processing within the computer in a step-by-step sequence.			
<b>EDP 109</b>	<b>BASIC Language Programming I</b>	<b>2</b>	<b>4</b>	<b>4</b>
	Areas of study include BASIC language specifications, data formats, and rules for writing source programs.			
<b>EDP 110</b>	<b>BASIC Language Programming II</b>	<b>2</b>	<b>4</b>	<b>4</b>
	The student will understand the use of advanced programming techniques and develop the skills required in handling data through various input/output devices. Students will design a program system and supporting documentation utilizing these data handling techniques. Prerequisite: EDP 109.			
<b>EDP 111</b>	<b>COBOL I</b>	<b>2</b>	<b>4</b>	<b>4</b>
	The student will utilize the business programming system as a tool in the solution of business problems and in meeting the information needs of business and industry. The scope of the problems developed will vary from a simple payroll procedure to the total information retrieval for a large and complex business and industry.			
<b>EDP 112</b>	<b>COBOL II</b>	<b>2</b>	<b>4</b>	<b>4</b>
	The student will utilize the business programming system as a tool in the solution of business problems and in meeting the information needs of business and industry.			
<b>EDP 121</b>	<b>Computer Mathematics</b>	<b>4</b>	<b>0</b>	<b>4</b>
	Topics covered include number systems with base 2 and 16, binary arithmetic, hexadecimal arithmetic, representation of positive and negative numbers, conversions from one base to another, truth tables, elements of logic, character codes and elementary descriptive statistics.			
<b>EDP 131</b>	<b>File and Data Base Operations</b>	<b>3</b>	<b>0</b>	<b>3</b>
	The student will have in-depth study of the computer operator's duties with respect to files and data bases including backup, recovery, restores, audit trails, and security. Topics include a brief discussion of the different file and data base structures and organizations, reading input layouts, reading output layouts, interpreting allocation messages, tape labeling, disk table of contents, and selected utilities associated with space, data, and file management.			
<b>EDP 160</b>	<b>Computer Operations I</b>	<b>2</b>	<b>3</b>	<b>3</b>
	The student will understand the operations of the computer-microcomputer and mainframe computer. Emphasis is on use of peripheral devices and equipment such as the keypunch, card sorter, burster, line printer, card/tape reader. The student will run an application system using the computer.			
<b>EDP 207</b>	<b>RPG II</b>	<b>2</b>	<b>4</b>	<b>4</b>
	The student will utilize the business programming system as a tool in the solution of business problems and in meeting the information needs of business and industry.			



The scope of the problems developed will vary from a simple payroll procedure to the total information retrieval for a large and complex business and industry.

<b>EDP 207A</b>	<b>RPG II</b>	<b>1</b>	<b>2</b>	<b>2</b>
	The student will utilize the business programming system as a tool in the solution of business problems and in meeting the information needs in business and industry. The scope of the problems developed will vary from a simple payroll procedure to the total information retrieval for a large and complex business and industry.			
<b>EDP 207B</b>	<b>RPG II</b>	<b>1</b>	<b>2</b>	<b>2</b>
	A continuation of RPG IIA. The student must complete both RPG IIA and RPG IIB to receive credit for this course.			
<b>EDP 214</b>	<b>Computer Systems I</b>	<b>2</b>	<b>2</b>	<b>3</b>
	The student will be given an introduction to computer architecture, operating systems, data file structures and organization, multi-programming, job scheduling and utilities.			
<b>EDP 216</b>	<b>Data Processing Applications</b>	<b>1</b>	<b>4</b>	<b>3</b>
	The student will develop occupational competencies through experience and practice in a simulated classroom laboratory or through on-the-job experience in a work data processing/computer studies. The student will be supervised and coordinated by the instructor and/or employer. The student will participate in learning activities and problem-solving activities relating to computer programming and data processing operations.			
<b>EDP 217</b>	<b>Software Applications</b>	<b>1</b>	<b>2</b>	<b>2</b>
	The student will develop occupational competencies through experience and practice in a simulated classroom laboratory. The computer and software will be used in the solution of business problems such as record keeping, budgeting, and projections. Familiarization with disk-operating systems and output devices will be included.			
<b>EDU 201</b>	<b>Internship</b>	<b>1</b>	<b>15</b>	<b>5</b>
	Each student will spend 15 hours per week for one quarter working in a classroom under the close supervision of a regular teacher. Activities will be directed and will relate to the kinds of things which Teacher Associates may be called upon to perform. Assignments will be made by Anson Technical College. Prerequisite: Completion of 90 hours credit in Teacher Associate Program.			
<b>EDU 203</b>	<b>Exceptional Child</b>	<b>3</b>	<b>0</b>	<b>3</b>
	The study of children with developmental variations. Consideration is given to recognition of problems, community resources, and selection of appropriate activities for the child with exceptional mental or physical development.			
<b>EDU 204</b>	<b>Parent Education</b>	<b>3</b>	<b>0</b>	<b>3</b>
	The study of ways to involve parents in a preschool center. Topics discussed include: the purposes and value of home visitation, and programs for parents including techniques of working with parents for the total development of the child.			
<b>EDU 227</b>	<b>Educating the Minority Student</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A study of minority groups, their characteristics, and problems of teaching and communicating with the disadvantaged minority student. Special attention is given to remedial programs designed for the culturally different student and/or educationally deprived student. A practicum experience is closely correlated with classroom activities so that the student may apply knowledge and skills to an on-the-job learning situation.			
<b>EDU 231</b>	<b>Creative Activities</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Individual and group exploration of activities and media for promoting optimal self expression, aesthetic appreciation, and creativity in young children.			
<b>EDU 234</b>	<b>Audiovisual Instruction</b>	<b>3</b>	<b>0</b>	<b>3</b>
	The scope of the course will include practical consideration involved in selecting, us-			



ing and evolving the use of educational media to be found in schools today. Experiences in the operation and proper care of audiovisual equipment and materials will be provided. The preparation of inexpensive, teacher-student made audiovisual material will also be stressed. Examples will be drawn from all subject fields and from all elementary levels of instruction.

<b>EDU 235</b>	<b>Introduction to Reading Skills and Methods</b>	<b>3</b>	<b>0</b>	<b>3</b>
Survey of the readiness, word attack and comprehension skills taught in the elementary school and an examination of current materials and drill methods.				
<b>EDU 236</b>	<b>Teaching of Reading</b>	<b>3</b>	<b>0</b>	<b>3</b>
A basic course in teaching reading. The materials and procedures used in modern school systems are studied. Attention is given to teacher-made materials for reading programs. Testing for readiness and achievement is emphasized. Use of behavioral objectives as well as descriptive and prescriptive approaches to reading is also emphasized. Specific attention is given to differentiating instruction for both fast and slow learners.				
<b>EDU 1026</b>	<b>General Studies I</b>	<b>10</b>	<b>0</b>	<b>10</b>
General Studies I is a developmental course designed to provide a program of highly individualized instruction in reading and writing including vocabulary and spelling, along with lessons in basic arithmetic and personal hygiene. Individual goals are established for each student and he is encouraged to move through the course at a level and rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.				
<b>EDU 1027</b>	<b>General Studies II</b>	<b>10</b>	<b>0</b>	<b>10</b>
General Studies II is a continuation of developmental topics in writing simple sentences and paragraphs, solving applied mathematical problems, and presenting human relations and situations. Individual goals are established for each student and he should progress at a level and rate consistent with his background and ability. Scheduling and organizing of the course content is highly flexible to enable the instructor to respond to the specific needs of each individual.				
<b>ELC 115</b>	<b>Alternating and Direct Current</b>	<b>2</b>	<b>6</b>	<b>4</b>
A study of the electrical structure of matter and electron theory and the relationship between voltage, current, and resistance. Includes analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. Covers fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Also includes analysis of alternating current circuits.				
<b>ELC 116</b>	<b>Alternating &amp; Direct Current Machine Controls</b>	<b>2</b>	<b>6</b>	<b>4</b>
A course providing the basic concepts of AC and DC machines and simple control circuits. Includes basic meter and test equipment reading and care.				
<b>ELC 119</b>	<b>Industrial Electronic Control</b>	<b>2</b>	<b>6</b>	<b>4</b>
A study of basic and industrial electronic systems such as motor controls, alarm systems, heating systems and controls, basic solid state devices, and controls as related to industries.				
<b>ELC 120</b>	<b>Electrical Trouble-Shooting</b>	<b>2</b>	<b>3</b>	<b>4</b>
A training course in making electrical adjustments and related maintenance operations. Includes use of test equipment and circuit logic for fast and efficient location and repair of electrical circuits.				
<b>ELC 1214</b>	<b>Direct Current</b>	<b>2</b>	<b>6</b>	<b>4</b>
A study of the electrical structure of matter and electron theory, the relationship between voltage, current and resistance in series, parallel and series parallel circuits. An analysis of direct current circuits of Ohm's Law. Will include a study of the sources of direct current voltage potentials, chemical, mechanical, heat and other sources.				



<b>ELC 1215</b>	<b>Alternating Current</b>	<b>3</b>	<b>9</b>	<b>6</b>
	A study of the fundamental concepts of the sources of alternating current and its characteristics. The use of Kirchhoff's Law in analysis of current flow, reactance, impedance. Phase angle, power and resonance. Details of circuits will be stressed.			
<b>ELC 1216</b>	<b>DC Machines and Controls</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Provides fundamental concepts of construction in Direct current machines and controls. Emphasis placed on use of test equipment to determine current values and for the diagnosis of malfunctions in electrical equipment.			
<b>ELC 1217</b>	<b>AC Machines and Controls</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers and motors. Basic concepts of basic AC machines and controls. Testing procedures and repairs as needed in small appliances, switches, thermostats and motor control switching is emphasized.			
<b>ELC 1219</b>	<b>Industrial Electrical Wiring</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Layout, planning and installation of wiring systems in industrial construction. Emphasis on blueprint reading and symbols, the National Electrical Code and the application of the fundamentals of practical experience in wiring, conduit installation and equipment hook-up.			
<b>ELC 1224</b>	<b>Residential Wiring</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Provides instruction and application in the installation of wiring in residential applications such as: services, remote controls, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.			
<b>ELC 1225</b>	<b>Residential Wiring Layout</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Layout and planning of residential wiring systems and circuits. Electrical blueprint reading will be taught.			
<b>ELC 1226</b>	<b>Commercial and Industrial Wiring</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Layout, planning and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.			
<b>ELC 1310</b>	<b>Electrical Code — Single Family Housing</b>	<b>3</b>	<b>0</b>	<b>3</b>
	The study and application of The National Electrical Code as it applies to single family housing.			
<b>ELC 1311</b>	<b>Electrical Code — Single &amp; Multi-Family Housing</b>	<b>3</b>	<b>0</b>	<b>3</b>
	The study and application of The National Electrical Code as it applies to single and multi-family residences.			
<b>ELC 1320</b>	<b>National Electrical Code — Commercial</b>	<b>3</b>	<b>0</b>	<b>3</b>
	The study and application of The National Electrical Code as it applies to commercial construction.			
<b>ELC 1321</b>	<b>National Electrical Code — Industrial</b>	<b>3</b>	<b>0</b>	<b>3</b>
	The study and application of The National Electrical Code as it applies to industrial construction.			
<b>ENG 101</b>	<b>Grammar</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling.			
<b>ENG 102</b>	<b>Composition</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Designed to aid the student in the improvement of self expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition.			



<b>ENG 105</b>	<b>English Composition I</b>	<b>5</b>	<b>0</b>	<b>5</b>
	The study and practice of expository writing. This course seeks to develop basic writing and organizational skills through attention to the principles of clear and effective self-expression and through the careful reading of selected prose essays and fiction.			
<b>ENG 106</b>	<b>English Composition II</b>	<b>5</b>	<b>0</b>	<b>5</b>
	The study of imaginative writing through an introduction to types of literature, and the further development of an effective writing style through reflective and critical themes and the practice of research and presentation techniques. Prerequisite: ENG 105 or instructor's permission.			
<b>ENG 203</b>	<b>Communications</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Develops skills in techniques in writing business communications. Emphasis is placed on writing action — getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.			
<b>ENG 204</b>	<b>Oral Communication</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences and interviews.			
<b>ENG 205</b>	<b>World Literature I</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A study primarily of Western literature, emphasizing the contributions of its greatest writers to both the representative culture and the subsequent tradition, through the Renaissance. Prerequisite: ENG 105 or instructor's permission.			
<b>ENG 207</b>	<b>Major American Authors</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A study of the lives and works of major authors in American literature, particularly Poe, Whitman, Melville, Twain, O'Neill, and Faulkner, and an examination of the related contexts of American culture, to which the work of these authors may be either a contribution or a response.			
<b>ENG 217</b>	<b>Children's Literature</b>	<b>3</b>	<b>0</b>	<b>3</b>
	This course presents an overview of the major genres of the literature written especially for children as well as a knowledge of the criteria used for the selection and evaluation of individual works within these genres.			
<b>ENG 1101</b>	<b>Reading Improvement</b>	<b>2</b>	<b>0</b>	<b>2</b>
	Designed to improve the student's ability to read rapidly and accurately. Special machines are designed for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in longer units.			
<b>ENG 1102</b>	<b>Communication Skills</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Designed to promote effective communication through correct language usage in speaking and writing.			
<b>FSO 1101</b>	<b>Quantity Food Preparation — Meats, Seafood, Dairy and Egg Products</b>	<b>3</b>	<b>15</b>	<b>8</b>
	This course emphasizes the selection, preparation, and presentation of meats (beef, veal, pork, mutton, lamb, poultry, variety meats), seafood (finfish, shellfish), dairy products (milks, butter, cheeses, creams), and eggs. A variety of preparation techniques are studied as are the uses of these products in combination dishes such as casseroles, soups, stews, etc.			
<b>FSO 1102</b>	<b>Foodservice</b>	<b>3</b>	<b>6</b>	<b>5</b>
	This course will acquaint the student with an understanding of the physical and chemical characteristics in the process of food preparation. The various issues of food additives, and scientific nutritional information will be emphasized.			

<b>FSO 1103</b>	<b>Quantity Food Preparation — Vegetables, Fruits, Salads, Sauces, and Souces</b>	<b>3</b>	<b>15</b>	<b>8</b>
	The emphasis in this course is on the selection, preparation, and presentation of vegetables and fruits in both cold and hot dishes. Salads of all types are presented along with the appropriate dressings. Also studied in this course are soups and sauces and their use in the preparation of dishes such as soups.			
<b>FSO 1104</b>	<b>Nutrition and Menu Planning</b>	<b>3</b>	<b>6</b>	<b>5</b>
	A study of the principles of nutrition using the basic four food groups, and the application of these principles to the planning of nutritionally adequate diets; other factors influencing menu planning: refrigeration and storage facilities, availability of seasonal foods, equipment and facilities, employee skills, eye appealing food combinations, type of clientele and food service.			
<b>FSO 1105</b>	<b>Quantity Food Preparation — Baking</b>	<b>3</b>	<b>15</b>	<b>8</b>
	Emphasis in this course is on the preparation and presentation of biscuits, blintzes, breads (yeast and quick), brownies, buns, cake, cheese cake, coffee cake, cookies, cream puffs, doughnuts, meringue, muffins, pies, pizza, popovers, pretzels, and rolls.			
<b>FSO 1106</b>	<b>Sanitation and Safety</b>	<b>2</b>	<b>3</b>	<b>3</b>
	The participant will learn the sanitation procedures required of a foodservice operation. The proper care and maintenance of hand tools and machines will be emphasized. The study of "cause and effect" of accidents and the procedure for development of a food service safety program will be viewed.			
<b>FSO 1107</b>	<b>Foodservice Equipment</b>	<b>1</b>	<b>3</b>	<b>2</b>
	This course is designed to acquaint the participant with the use and care of large and small equipment used in foodservice facilities. Emphasis will be on simplifying work and effectively using time and material.			
<b>FSO 1108</b>	<b>Quantity Food Preparation — Pastas, Desserts, Appetizers, and Beverages</b>	<b>3</b>	<b>15</b>	<b>8</b>
	A variety of different foods and their preparations are emphasized in this course. Pastas (macaroni, spaghetti, noodles) and rice used in casseroles as side dishes and in desserts are studied. Crepes, ice cream desserts, strudel, compotes, and other desserts not covered in another course are included at this time. Special techniques unique to the creation of desserts are mastered. Hot and cold appetizers, along with beverages (hot, cold, alcoholic and non-alcoholic), are prepared with presentation techniques being stressed.			
<b>FSO 1109</b>	<b>Production Management</b>	<b>2</b>	<b>3</b>	<b>3</b>
	Use of standardized recipes and portion control, work sheets, score sheets for judging food products, plan of work to improve work methods and further emphasis on material economy.			
<b>FSO 1115</b>	<b>Accounting — Purchasing — Records</b>	<b>2</b>	<b>3</b>	<b>3</b>
	Basic mathematical skills studied in relation to food purchasing, preparation, accounting and records.			
<b>FSO 1116</b>	<b>Dining Room (Foodservice Selling)</b>	<b>1</b>	<b>2</b>	<b>2</b>
	This course focuses on various forms of dining room service. Practical skill is developed through actual table service in a Restaurant. The student will be given an opportunity to perform, on a rotating basis, the role of waiter/waitress. This program will also cover when applicable, gueridon service, French menu terminology, dining equipment utilization and merchandizing of the dining room will be stressed.			
<b>GEO 201</b>	<b>Principles of Geography</b>	<b>5</b>	<b>0</b>	<b>5</b>
	An introductory course which studies the earth and the environment of man, emphasizing the physical patterns of climate, landforms, soils and natural resources. Recommended as a background for all other courses in geography.			

<b>HEA 101</b>	<b>Personal Health and Hygiene</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A course designed to meet the health knowledge requirements necessary to guide the student to a more healthful way of life.			
<b>HEA 105</b>	<b>Community Health</b>	<b>3</b>	<b>0</b>	<b>3</b>
	This course is the study of factors which influence physical and mental health. Topics covered include first aid, accident prevention, drugs, alcohol, environmental factors hazardous to health and communicable diseases. Attention will be given to practices which will aid the individual in maintaining good physical and mental health.			
<b>HIS 205</b>	<b>World Civilization I</b>	<b>5</b>	<b>0</b>	<b>5</b>
	This course is designed to familiarize the student with the major events, trends, and influences that shaped the common foundation of western civilizations. An interdisciplinary approach will be used to analyze the impetus of civilization and its development in the Near East, Greece, Rome, Christianity, Islam, India, China, Europe, and the expansion to the New World. A critique of social, economic, political, cultural, and religious issues will provide the focus of this course through 1650. An array of historiographical problems are discussed.			
<b>HIS 206</b>	<b>World Civilization II</b>	<b>5</b>	<b>0</b>	<b>5</b>
	This course is an extension of World Civilization I. Included within topics for discussion are: the decline of absolutism, the rise of rational thought in social institutions, industrialization and social change, political and social revolutions, western growth and dominance, imperialism and nationalism, Asian economic interest, rise of constitutional governments, philosophical trends, growing conflicts leading to World War I, economic trends in the 19th and the 20th centuries, conflicts leading to World War II, post war diplomacy and economic trends, and the future of western civilization.			
<b>HIS 207</b>	<b>American History I</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A survey of the development of the American Nation, from the discovery of America to the outbreak of the Civil War to the present.			
<b>HIS 208</b>	<b>American History II</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A continuing survey of the development of the American Nation from the outbreak of the Civil War to the present.			
<b>INS 214</b>	<b>General Insurance (Introduction)</b>	<b>2</b>	<b>0</b>	<b>2</b>
	An introductory course that will provide a foundation of basic concepts of insurance.			
<b>INS 215</b>	<b>General Insurance (Life Accident &amp; Health)</b>	<b>2</b>	<b>0</b>	<b>2</b>
	An overview of life insurance with special emphasis placed on the concepts and application of life insurance and the relationship/application to accident and health insurance. This is a consumer-oriented teaching approach.			
<b>INS 216</b>	<b>General Insurance (Fire &amp; Casualty)</b>	<b>2</b>	<b>0</b>	<b>2</b>
	A study of those insurance coverages that are designed to provide protection against the loss of or damage to property.			
<b>ISC 102</b>	<b>Industrial Safety</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Additional topics cover accident reports and the supervisor; good housekeeping and fire prevention; machine guarding and personnel protective equipment; state industrial accident code and fire regulations; the first aid department and the line of supervisory responsibility; job instruction and safety instruction; company rules and enforcement; use of safety committees; insurance carrier and the Insurance Rating Bureau; and advertising and promoting a good safety and fire prevention program.			
<b>LAT 101</b>	<b>Beginning Latin</b>	<b>5</b>	<b>0</b>	<b>5</b>
	The beginning course in Latin includes cultural material about Roman life emphasizing stories about the leaders, government, education, literature, and art, which greatly influenced later civilizations. The main emphasis is on the Latin language and its influence on the English language.			

<b>MAS 1204</b>	<b>Foundations</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Develop skill in use of tools — trowel, level jointer, line levels, brick hommers, etc. Layout of foundations, pour footing and construct walls. Standard wall structures such as 8 inch and 12 inch brick and brick and block combinations will be constructed with emphasis upon corner construction and plumbing walls with good joints throughout all construction. Student will study building material terms, specifications, blueprint and drawings related to foundation construction. Pilasters and column support by design will be constructed.			
<b>MAS 1205</b>	<b>Wall Construction</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Development of skill in uniform line and jointing of brick and other masonry materials in wall construction. Solid wall, brick-wood veneer, brick-block veneer construction will be used with special emphasis upon design corners and openings such as doors, windows and special casements specified for such openings. Lintels and wall ties and bonds will be taught and practiced.			
<b>MAS 1206</b>	<b>Blocklaying</b>	<b>2</b>	<b>6</b>	<b>4</b>
	Construction block size material and strength will be studied. Layout and block placements with needed "ties" and reinforcements will be practiced in wall and other areas of block use. Joint line and size will be emphasized in block laying to produce a uniform finished block construction. Block size and weight specifications will require student to be able to read building drawings.			
<b>MAS 1207</b>	<b>Chimney Construction</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Fireplace and chimney building using standard brick, special fire brick, damper inset and flue lining. Student will learn how to design and build fire boxes and chimneys that draw properly. Special mortar and hearth specifications will be taught where exposures may create fire hazards. Multiple fireplaces and chimney flue requirements will be studied and formulas for each type and design will guide student in both exposed and enclosed chimney construction.			
<b>MAS 1208</b>	<b>Brick Veneers</b>	<b>3</b>	<b>9</b>	<b>6</b>
	Brick veneer construction with wood frame, block and other forms of masonry walls. Practice in laying brick to another wall area with proper spacing and wall ties, will require student skilled in bricklaying for proper jointing corner formations. All opening trims where special brick forms are required. Laying brick to casements, special corner design and special lintels require good understanding of specifications and layout design.			
<b>MAS 1210</b>	<b>Ornamental Masonry</b>	<b>2</b>	<b>6</b>	<b>4</b>
	The use of brick and stone in the construction of decorative walls, arches, walks and fireplaces. Techniques and materials used in the construction of ornamental masonry projects. Indoor stone and brick structures will be introduced and practiced in design and joint finish.			
<b>MAT 091</b>	<b>Arithmetic Refresher</b>	<b>1</b>	<b>2</b>	<b>2</b>
	An intensive review of the basic arithmetic operations covering whole numbers, common fractions, decimal fractions, and percent and its applications.			
<b>MAT 092</b>	<b>Arithmetic Refresher II</b>	<b>1</b>	<b>2</b>	<b>2</b>
	A continuation of MAT 091 for students who need more time to reach the competency levels set for that course. Further study and practice are provided to expand and enhance the student's ability to perform basic arithmetic accurately and confidently.			
<b>MAT 093</b>	<b>Arithmetic Refresher III</b>	<b>1</b>	<b>2</b>	<b>2</b>
	A continuation of MAT 092 for students who need more time to reach the competency levels set for that course.			
<b>MAT 101</b>	<b>Technical Mathematics</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A study of topics including fundamental algebraic operations, applied geometry, volume and linear measure as well as fundamental mathematical concepts and operations, with simple application in the Technologies. Prerequisite: High School Math or instructor's permission. Students in Air Conditioning, Heating, and Refrigeration			



tion Technology and those in Industrial Maintenance Technology, MAT 091 is a prerequisite to MAT 101.

<b>MAT 102</b>	<b>Mathematics for Elementary School Teachers</b>	<b>5</b>	<b>0</b>	<b>5</b>
This is a basic general concept course dealing with mathematics taught in the elementary school including sets, operations on sets and the development of the number system. Teaching methods related to basic math are also investigated. Prerequisite: High School Math or instructor's permission.				
<b>MAT 103</b>	<b>Technical Mathematics</b>	<b>5</b>	<b>0</b>	<b>5</b>
A continuation of MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, determinants, progressions, the binomial expansion, complex numbers, solution of oblique triangles and graphs of the trigonometric functions are studied in depth. Prerequisite: MAT 101.				
<b>MAT 105</b>	<b>Introduction to College Mathematics</b>	<b>5</b>	<b>0</b>	<b>5</b>
The historical development of the numeral system, the properties and operations associated with decimal and non-decimal number systems; elements of logic and set theory are some of the topics included to provide a basis for investigation of the arithmetic and algebraic axioms of operations with the real number system in theory and application, inductive proof, mathematical systems, and systems of numerations. Prerequisite: 2 years High School Algebra or instructor's permission.				
<b>MAT 107</b>	<b>College Algebra</b>	<b>5</b>	<b>0</b>	<b>5</b>
A study of fundamental operations, sets, functions, sequences, series, and quadratic equations in two variables, complex numbers and theory of equations. Prerequisite: 2 years High School Algebra or instructor's permission.				
<b>MAT 108</b>	<b>College Trigonometry</b>	<b>5</b>	<b>0</b>	<b>5</b>
A course built on the modern definition of function, range and domain of function, terminal point, function, trigonometric functions, trigonometric identities, inverse trigonometric function; trigonometric equations, logarithms, right triangles, law of sines, law of cosines, vectors and polar coordinates. Prerequisite: High School Algebra or instructor's permission.				



<b>MAT 109</b>	<b>Precalculus</b>	<b>5</b>	<b>0</b>	<b>5</b>	This course will deal with relations, functions, exponential and logarithmic functions, circular functions, trigonometric functions, vectors in a plane, complex numbers and analytic geometry.
<b>MAT 110</b>	<b>Business Mathematics</b>	<b>5</b>	<b>0</b>	<b>5</b>	A review of basic mathematics. An introduction to current practice in computing payrolls, commissions, discount and interest.
<b>MAT 111</b>	<b>Drug Dosages and Measurements</b>	<b>2</b>	<b>0</b>	<b>2</b>	The course includes a review of basic mathematical skills and an introduction to the systems used in measuring drugs and solutions. Methods of conversion between the systems and drug dosage calculations are included.
<b>MAT 1101</b>	<b>Arithmetic &amp; Measurements</b>	<b>5</b>	<b>0</b>	<b>5</b>	This course bridges the gap between a weak mathematical foundation and the knowledge necessary for the study of courses in advanced mathematics that are part of many curricula. Fundamentals of arithmetic will be covered. Measurement and metric system will be discussed and applied to trades.
<b>MAT 1104</b>	<b>Trigonometry</b>	<b>3</b>	<b>0</b>	<b>3</b>	Trigonometric ratios; solving problems with right triangles, using tables, and interpolating; solution of oblique triangles using law of sines and law of cosines; graphs of the trigonometric functions; inverse functions, trigonometric equations. All topics are applied to practical problems.
<b>MAT 1105</b>	<b>Fundamental Mathematics</b>	<b>3</b>	<b>0</b>	<b>3</b>	Emphasis is placed on practical shop mathematical problems dealing with formulas, square root, ratios, applied geometry, and geometric constructions. Concepts of linear and volume measure are included.
<b>MAT 1123</b>	<b>Machinist Mathematics</b>	<b>3</b>	<b>0</b>	<b>3</b>	Introduces gear ratio, lead screw and indexing problems with emphasis on application to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems; concludes with an introduction to compound angle problems. Prerequisite: MAT 1104.
<b>MEC 101</b>	<b>Machine Processes</b>	<b>1</b>	<b>6</b>	<b>3</b>	An introductory course designed to acquaint the student with basic hand tools, safety procedures, and machine processes of modern industry. Includes a study of measuring instruments, characteristics of metals, and cutting to become familiar with the whole family of machine tools by performing selected operations such as turning, facing, threading, drilling, boring, and reaming.
<b>MEC 102</b>	<b>Machine Processes</b>	<b>1</b>	<b>6</b>	<b>3</b>	A study of advanced operations on lathe, drilling, boring and reaming machines. Includes milling machine theory and practice. Provides a thorough study of the types of milling machines, cutters, jig and fixture devices, and the accessories used in a modern industrial plant. Safety in the operational shop is stressed.
<b>MEC 210</b>	<b>Physical Metallurgy</b>	<b>3</b>	<b>3</b>	<b>4</b>	An introductory course in metallurgy covering a basic study of the properties of metals and alloys. Includes analysis of the structure of metals and alloys, atomic structure, nuclear structure, and nuclear reactions. Also covers solid (crystalline) structures, methods of designating crystal planes, liquid and vapor phases, phase diagrams, and alloy systems.
<b>MEC 214</b>	<b>Shop Practice</b>	<b>1</b>	<b>6</b>	<b>3</b>	A shop practice course designed to acquaint the student with basic fundamentals of installation, maintenance, and repair of machine tools. Machine maintenance and accuracy are emphasized. Slip and press fits are produced to include bearing assembly.

<b>MEC 235</b>	<b>Hydraulics and Pneumatics</b>	<b>3</b>	<b>3</b>	<b>4</b>	An examination of the basic theories of hydraulic and pneumatic systems with a look at combinations of systems in various circuits. Includes basic designs and functions of circuits and motors, controls, electrohydraulic servomechanisms, plumbing, filtration, accumulators, and reservoirs.
<b>MEC 298</b>	<b>Mechanical Problems Solving</b>	<b>2</b>	<b>3</b>	<b>3</b>	A basic study related to special problems encountered in the mechanical area. Mechanical advantages, motors, controls, and types of movements are investigated. General mechanical operations and maintenance as well as production line problems are surveyed.
<b>MEC 299</b>	<b>General Maintenance and Repair</b>	<b>2</b>	<b>3</b>	<b>3</b>	A course to acquaint the student with the basic fundamentals of installation, maintenance, and repair of machine tools. Emphasis is on machine maintenance and accuracy. Miscellaneous hydraulic, pneumatic, and lubrication devices are installed and maintained. Methods of rigging and machine installation, including location, leveling, and fastening are covered. The use of precision measuring tools and checking for accuracy, squareness, and correct center distances are stressed for prestart inspection.
<b>MEC 1101</b>	<b>Machine Shop Theory and Practice</b>	<b>4</b>	<b>12</b>	<b>8</b>	An introduction to the metalworking trade as it relates to machining operations. The student will be oriented to the machine shop, safety, basic hand tools, and shop measuring instruments. Operations on engine lathes, drilling machines, metal cutting saws, milling machines, and bench grinders will also be covered.
<b>MEC 1102</b>	<b>Machine Shop Theory and Practice II</b>	<b>4</b>	<b>12</b>	<b>8</b>	An introduction to the assembly of parts, fits, hand broaches, screw and tap extractors, set-up equipment, inspection tools, gouges, buffing and polishing, and surface grinders. Continued instruction in the use of precision measuring tools, selection of speeds and feeds, reciprocating and continuous bond cutoff saws, contour bond saws, lathes, power drills, and milling machines. Prerequisite: MEC 1101.
<b>MEC 1103</b>	<b>Machine Shop Theory and Practice III</b>	<b>4</b>	<b>12</b>	<b>8</b>	Additional instruction and practice in the use of precision measuring tools, milling machines, and surface grinders. Practice in setting up and operating machine tools including the selection and use of work holding devices, feeds and speeds, special heads and tables, cutting tools, and coolants. Instruction and practice in the use of power feed drills and abrasive saws. Prerequisite: MEC 1102.
<b>MEC 1104</b>	<b>Machine Shop Theory and Practice IV</b>	<b>4</b>	<b>12</b>	<b>8</b>	The student will work to require tolerances setting up and operating machine tools. An introduction to turret lathes, advanced milling machine operations, special machining operations, and special machines. Also covered will be grinding specific surfaces using hand, surface and cylindrical grinders, and lapping and honing parts to specified tolerances.
<b>MEC 1118</b>	<b>Introduction to Metals</b>	<b>3</b>	<b>2</b>	<b>4</b>	This course is designed to familiarize the student with the different properties of ferrous and non-ferrous metals. It provides a background for understanding the physical changes and chemical metallurgy of producing metals. Explains the material designation system, classification of steels, trade names and cross reference information for comparable materials. Common shop terms used in treatment of metals will be explained.
<b>MEC 1119</b>	<b>Applied Metallurgy</b>	<b>2</b>	<b>3</b>	<b>3</b>	Covers practical metallurgy theory and practice in the treatment of ferrous and non-ferrous metals. Actual practice of heat treatment will be performed on sample materials with emphasis on low and high carbon steels. Relationships between part design and heat treatment will be applied. Testing equipment for verification of correct treatment will be used. Prerequisite: MEC 1118.

<b>MUS 101</b>	<b>Chorus</b>	<b>0</b>	<b>3</b>	<b>1</b>
	This course is designed to provide a beginning understanding of vocal techniques and their appropriate application in choral music. Specific exercises and information will enhance tonal quality and color, breathing, dynamic range and projection of the voice.			
<b>MUS 230</b>	<b>Introduction to the Appreciation of Music</b>	<b>5</b>	<b>0</b>	<b>5</b>
	The development of knowledge and understanding of good music. Emphasis given to the history of music, outside reading, forms of music found in different periods, listening, and the relationship of music to general cultural development.			
<b>MUS 236</b>	<b>Musical Activities for the Classroom</b>	<b>3</b>	<b>0</b>	<b>3</b>
	This course is designed to present methods and media of teaching classroom music and musical activities for the elementary classroom.			
<b>NUR 1001</b>	<b>Basic Nursing Core, Theory and Practice</b>	<b>9</b>	<b>21</b>	<b>16</b>
	This is a course of study in basic nursing core, theory and practice. The course includes the basic principles in nursing core; use of related equipment, community health resources, ethics, basic anatomy, and physiology, and nutrition. Laboratory and clinical practice are used extensively to develop skills in the above mentioned subjects and assisting the doctor or nurse, and in oral and written communications. Prerequisite: None.			
<b>NUR 1101</b>	<b>Basic Science</b>	<b>5</b>	<b>4</b>	<b>6</b>
	This course is designed to give the beginning student an understanding of basic science principles and their relationship to practical nursing. This course includes study of the structure and functions of the human body, principles of food and nutrition and selected effects of microbiology as related to nursing.			
<b>NUR 1102</b>	<b>Orientation to Vocational Relationships</b>	<b>2</b>	<b>0</b>	<b>2</b>
	This course is designed to assist the student in understanding herself, her vocation and the individual needs of her patients. Emphasis is placed on the development of appreciations and attitudes which will assist the student in understanding her role as a potential worker in nursing, in establishing effective relationships with her co-workers and patients, and in establishing realistic goals for herself in her personal and vocational development.			
<b>NUR 1103</b>	<b>Fundamentals of Patient Care &amp; Introductory Pediatrics</b>	<b>6</b>	<b>6</b>	<b>8</b>
	This course is planned to provide the opportunity for students to gain knowledge of the principles which are basic to effective and safe nursing care. The student will also gain introductory knowledge necessary for newborn nursing. Emphasis is placed on the development of the essential skills for the performance of those nursing measures that normally are the responsibility of the Licensed Practical Nurse. Lecture and planned class lab experience are followed by related clinical experience.			
<b>NUR 1104</b>	<b>Basic Principles of Drug Administration</b>	<b>3</b>	<b>0</b>	<b>3</b>
	The basic concepts of drug therapy and an appreciation of the responsibilities and the necessary limitations of the Licensed Practical Nurse in the administration of medication are emphasized. Prerequisites: NUR 1101, NUR 1103.			
<b>NUR 1105</b>	<b>Care of Patients with Medical-Surgical Conditions I</b>	<b>4</b>	<b>0</b>	<b>4</b>
	This course is designed to provide the student the opportunity to gain an understanding of the nursing needs of patients who have various medical-surgical conditions and to develop further understanding of the common drugs and therapeutic measures of concern to the practical nurse. Lecture and class laboratory provide the background for selected clinical experiences. Prerequisites: NUR 1101, NUR 1103.			
<b>NUR 1106</b>	<b>Pediatrics and the Care of the Maternity Patient</b>	<b>4</b>	<b>0</b>	<b>4</b>
	This course is designed to provide opportunities for students to acquire the knowledge, understanding and skill needed for rendering safe and effective nursing care			



to the pediatric patient. The student also receives an introduction to the care of the maternity patient. Classroom instruction provides the background analysis of nursing needs and formulation of a nursing care plan to meet the individual patient needs.

**NUR 1107    Maternity Nursing and the Core of the Geriatric Patient**

**4            0            4**

This course is designed to provide opportunities for students to acquire knowledge, understanding and skills needed for rendering safe, effective nursing care of the maternity patient and the elderly. Classroom instruction provides the background essential for planned clinical experiences centered around analysis of nursing needs and formulation of a nursing care plan to meet individual patient needs.

**NUR 1108    Care of Patients with Medical-Surgical Conditions II**

**9            0            9**

A continuation of NUR 1105 with emphasis on more complex health problems, requiring a thoroughness of nursing care management. Client teaching and rehabilitation are stressed as vital aspects of the nursing process. Prerequisites: NUR 1104, NUR 1105

**NUR 1110    Vocational Relationships**

**2            0            2**

This course is designed to orient the student to her role as a Licensed Practical Nurse. It includes the study of opportunities in practical nursing and the obligations and responsibilities of the Licensed Practical Nurse as a person, a worker and a citizen. Relationships with other members of the health team to more fully achieve the goals of nursing are emphasized throughout the course. Prerequisite: Complete all NUR courses in previous quarters.

**NUR 1111    Care of Patients with Medical-Surgical Conditions III**

**8            0            8**

This course is designed to prepare the student for participation in the care of seriously ill patients and for development in the care of selected patients. The student will receive instruction in preparation for NCLEX with review of theory material. Emphasis is placed on the assisting role of the Licensed Practical Nurse. Classroom instruction provides the background for planned clinical experiences.

**NUR 1112    Clinical Experiences: Medical-Surgical and Pediatrics**

**0            15            5**

A general orientation to the hospital environment personnel, and to correct lines of authority. Emphasis is placed on professional conduct and grooming. Skills are developed in giving basic nursing care for medical and pediatric patients. Written case studies and ward conferences are required. Prerequisites: Complete all courses in the first quarter.

**NUR 1113    Clinical Experiences: Medical-Surgical and Obstetrics**

**0            18            6**

A continuation of NUR 1112 with additional development of skills to meet the needs of patients. Observing and recording of symptoms and signs of diseases with maternity patients. Care of surgical patients is also emphasized. Field trips are planned that will increase the variety of patients observed. Prerequisites: Complete all courses in first and second quarters.

**NUR 1114    Clinical Experiences: Medical-Surgical and Geriatrics**

**0            24            8**

A continuation of NUR 1112, 1113, with emphasis placed on acquiring the practical skills to safely administer drugs. Clinical experience in emergency, coronary, and intensive care nursing is stressed as well as geriatric nursing. Total patient care will be stressed. The effectiveness of learned skills will be individually evaluated. Prerequisites: Complete all courses in first, second, and third quarters.

**PE 101        General Physical Education**

**2            0            2**

Designed to meet the needs and interests of freshman college students through physical fitness training and the development of fundamental skills in indoor and outdoor team and dual sports.

**PE 215        Individual Sports II**

**2            0            2**

A course designed to build skills and develop basic competencies and appreciations in tennis and badminton, so that the individual will participate in these activities both during his college years and in his post-college life.

<b>PE 216</b>	<b>Individual Sports — Bowling</b>	<b>2</b>	<b>0</b>	<b>2</b>
	A course designed to build skills and develop basic competencies and appreciations in bowling so that the individual will participate in these activities both during his college years and in his post-college life.			
<b>PHO 116</b>	<b>Basic Photography</b>	<b>1</b>	<b>4</b>	<b>3</b>
	An introduction to the use of a 35mm camera and basic darkroom procedure. The principles of depth-of-field, shutter speed, exposure and focus are applied to actual photographic problems. Students will develop and print their own negatives.			
<b>PHO 117</b>	<b>Optics and Accessories</b>	<b>2</b>	<b>4</b>	<b>4</b>
	An in-depth study of the camera. Includes study of optics, shutters, filters, film and paper selection. Experience will include use of camera and darkroom for specific photographic applications. Prerequisite: PHO 116 or instructor's permission.			
<b>PHO 118</b>	<b>Large Format Photography</b>	<b>2</b>	<b>4</b>	<b>4</b>
	Advanced study of the 35 mm, 2 $\frac{1}{4}$ x 2 $\frac{1}{4}$ , and 4 x 5 cameras. The course will concentrate on selecting the proper camera for specific applications. Includes an introduction to sensitometry. Prerequisite: PHO 116 or instructor's permission.			
<b>PHO 130</b>	<b>Color Camera</b>	<b>1</b>	<b>4</b>	<b>3</b>
	A course of study in the procedures of color photography. Light, filters, exposure and film selection will be studied as they relate to color photography. Emphasis will be placed on the use of color slide materials. Prerequisite: PHO 116 or instructor's permission.			
<b>PHO 132</b>	<b>Color Printing</b>	<b>2</b>	<b>6</b>	<b>5</b>
	Chemistry, processing and printing of color negative material. Color film and paper characteristics. Prerequisite: PHO 116 or instructor's permission.			
<b>PHO 140</b>	<b>Portrait Photography</b>	<b>1</b>	<b>4</b>	<b>3</b>
	Techniques in photographing individuals, groups and animals in posed pictures; indoors and outdoors. Retouching in black and white and color. Prerequisite: PHO 116 or instructor's permission.			
<b>PHO 141</b>	<b>Group Portrait Photography</b>	<b>1</b>	<b>4</b>	<b>3</b>
	Techniques in photographing individuals, groups and animals in posed pictures, indoor and outdoor. Retouching in black and white and color. Prerequisite: PHO 116 or instructor's permission.			
<b>PHO 210</b>	<b>Nature Photography</b>	<b>1</b>	<b>4</b>	<b>3</b>
	A course of study that helps the student develop techniques for photographing natural environment. Emphasis will be placed on creating travel brochures, ecology posters and photography for pictorial, animal and plant magazines. Prerequisite: PHO 116 or instructor's permission.			
<b>PHO 212</b>	<b>Commercial Product Photography</b>	<b>1</b>	<b>4</b>	<b>3</b>
	Techniques of preparing photographs of small products for advertising purposes. Emphasis will be on composition and originality. Prerequisite: PHO 116 or Instructor's permission.			
<b>PHO 213</b>	<b>Commercial Machinery Photography</b>	<b>1</b>	<b>4</b>	<b>3</b>
	Techniques of preparing photography of large machinery for advertising purposes. Emphasis is placed on idea development and its execution, and developing the student's professional abilities. Prerequisite: PHO 116 or instructor's permission.			
<b>PHO 214</b>	<b>Fashion Photography — Female</b>	<b>1</b>	<b>4</b>	<b>3</b>
	Techniques and practices of producing female fashion photographs for advertisements. Studio and natural light are used to flatter the model and emphasize the line and quality of the fashion. Prerequisite: PHO 116 or instructor's permission.			
<b>PHO 215</b>	<b>Fashion Photography — Male and Children</b>	<b>2</b>	<b>6</b>	<b>5</b>
	Techniques and practices of producing male and children fashion photographs for			

advertisements. Studio and outdoor location work will be done in sport clothes and formal clothes. Prerequisite: PHO 116 or instructor's permission.

- PHO 216 Architectural Photography — Exterior** 1 4 3  
A course to teach the student the techniques of photographing buildings, homes, and industrial plants. Emphasis will be placed on correction of converging lines and good composition. Exterior work will be studied. Prerequisite: PHO 116 or instructor's permission.
- PHO 217 Architectural Photography — Interior** 1 4 3  
Techniques and practices in photographing interiors of homes, commercial buildings, and industrial plants. Emphasis will be placed on field trips to photograph buildings and structures. Prerequisite: PHO 116 or Instructor's permission.
- PHO 218 Photojournalism** 2 6 5  
Special photographic techniques used in mass media publications. Emphasis is placed on techniques for taking pictures in any situation, but mainly news. Prerequisite: PHO 116 or Instructor's permission.
- PHO 219 Photojournalism — Sports Photography** 1 4 3  
Techniques used in photographing sports events, indoors and outdoors. Emphasis is placed on developing the student's style or individuality. Prerequisite: PHO 116 or instructor's permission.
- PHO 220 Photocopying** 1 4 3  
Techniques of copying and restoring old photographs, documents, paintings, prints, and art work. A study of work-up copy preparations. Prerequisite: PHO 116 or instructor's permission.



<b>PHO 222</b>	<b>Special Process Photography</b>	<b>3</b>	<b>0</b>	<b>3</b>	A course designed to introduce the student to special photographic techniques including ultra violet, infrared, holograph, time lapse, photo-engraving, and high speed photography. Prerequisite: PHO 116 or Instructor's permission.
<b>PHO 224</b>	<b>Photographic Illustration</b>	<b>2</b>	<b>2</b>	<b>3</b>	The use of specific darkroom and studio techniques to achieve unusual effects such as multiple exposure, tone separation, high-contrast imaginary, photo-collage and multi-media. Prerequisite: PHO 116 or Instructor's permission.
<b>PHO 226</b>	<b>Industrial Photography</b>	<b>1</b>	<b>2</b>	<b>2</b>	Techniques and practices of documentation as applied to industry using exploded views, photomicrography and high-speed photography as designed for industrial publications. Prerequisite: PHO 116 or instructor's permission.
<b>PHO 229</b>	<b>Photojournalism — Photo-story and/or Photo-essay</b>	<b>1</b>	<b>4</b>	<b>3</b>	Techniques used in making a photo-story and/or a photo-essay. Emphasis will be placed on human photography and developing the student's ability to "see" a picture. Prerequisite: PHO 116 or instructor's permission.
<b>PHO 250</b>	<b>Retouching and Oil Coloring</b>	<b>1</b>	<b>4</b>	<b>3</b>	An introduction to the concept of doing art work and retouching on both the photographic negative and print. An introduction to coloring photographs with transparent oils. Emphasis will be placed mainly on portraits. Prerequisite: PHO 116 or instructor's permission.
<b>PHY 100</b>	<b>Physics: Properties of Matter</b>	<b>3</b>	<b>2</b>	<b>4</b>	A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest and in motion, gases and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course.
<b>PHY 101</b>	<b>Basic Physical Science</b>	<b>5</b>	<b>2</b>	<b>6</b>	The purpose of this course is to give the student an awareness and general understanding of his physical environment and the laws that govern it; to give greater meaning to many common phenomena by carefully defining the physical concepts that describe them; and help the student to realize the place of new developments within the physical description of the world and their impact on the framework of established principles. Prerequisite: High School Algebra or instructor's permission.
<b>PHY 102</b>	<b>Physics: Work, Energy, Power</b>	<b>2</b>	<b>2</b>	<b>3</b>	The major areas covered in this course are work, energy, and power. Instruction includes topics such as statics, forces, center of gravity, and dynamics. Units of measurement and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas.
<b>PHY 103</b>	<b>Physics: Electricity</b>	<b>3</b>	<b>2</b>	<b>4</b>	Basic theories of electricity, types of electricity, methods of production, and transmission and transforming of electricity. Electron theory, electricity by chemical action, electricity by friction, electricity by magnetism, induction voltage, amperage, resistance, horse-power, wattage, and transformers are major parts of the course.
<b>PHY 1101</b>	<b>Applied Science I</b>	<b>2</b>	<b>2</b>	<b>3</b>	An introduction to the scientific method of physical principles and their application in industry. Topics in this course include measurement in science; heat; energy; and properties of solids, liquids and gases.
<b>PHY 1102</b>	<b>Applied Science II</b>	<b>2</b>	<b>2</b>	<b>3</b>	This course continues introducing the basic concepts of applied science. Topics introduced in this course are principles of force, motion, work, energy, magnetism, electricity and power.



<b>PLU 111</b>	<b>Plumbing Pipework</b>	<b>3</b>	<b>9</b>	<b>6</b>
	An introductory course in the use of tools, fitting, and small equipment used by plumbers. The student will perform various operations of pipe fitting, cutting, caulking and sweating of the various pipe and tubing used.			
<b>POL 201</b>	<b>United States Government</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A study of government with emphasis on basic concepts, structure, powers, procedures, and problems.			
<b>POL 202</b>	<b>American National Government</b>	<b>5</b>	<b>0</b>	<b>5</b>
	An introductory study of: (1) the basic concepts of political science, (2) a brief history and the basic principles of the constitution, (3) the structure, functions of, and the relations between the legislative, executive and judicial branches of the national government, and (4) the relations between the national and state governments.			
<b>PRN 201</b>	<b>Printing Processes</b>	<b>2</b>	<b>2</b>	<b>3</b>
	An introduction to the mechanics of printed reproduction in its various forms. Graphic arts terminology and techniques. Physics requirements of art work for reproduction. A survey of existing printed materials and production requirements.			
<b>PRN 220</b>	<b>Screen Printing Processes</b>	<b>2</b>	<b>2</b>	<b>3</b>
	This course is a complete study of silk screen printing methods. Paper stencils, hand-cut stencils and photographic stencils will be produced. The student will be able to make and repair his own screens upon completion of the course.			
<b>PSY 101</b>	<b>Introductory Psychology</b>	<b>5</b>	<b>0</b>	<b>5</b>
	A systematic survey of psychology as a behavioral science. Specific subject matter includes physiological influences upon behavior, human development, motivation, learning, perception, and individual differences.			
<b>PSY 102</b>	<b>Developmental Psychology</b>	<b>5</b>	<b>0</b>	<b>5</b>
	This course is designed to explore human physical, intellectual, and social growth during the various stages of the life cycle, from the prenatal period through adulthood and death.			
<b>PSY 103</b>	<b>Principles of Psychology</b>	<b>3</b>	<b>0</b>	<b>3</b>
	This course is designed to introduce the student to specific areas within the field of psychology which are applicable to occupational settings. Topics to be discussed include: Methodology, communication in organizations and organization structure, stress management, abnormal behavior and mental health, psychotherapy, learning and cognition, brain structure and function, motivation, and development.			
<b>PSY 112</b>	<b>Personality Development</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.			
<b>PSY 113</b>	<b>Observing Child Behavior</b>	<b>5</b>	<b>0</b>	<b>5</b>
	Each student will visit a number of agencies to observe and record the behavior of the young child. A specific observation focus for each visit will include questions on the young child as an individual in the group and in relation to his environment.			
<b>PSY 206</b>	<b>Applied Psychology</b>	<b>3</b>	<b>0</b>	<b>3</b>
	A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.			
<b>PSY 207</b>	<b>Personal Stress Management</b>	<b>3</b>	<b>0</b>	<b>3</b>
	Stress will be defined and analyzed in relation to effects upon behavior, how stress			

can lead to distress and the destructive physiological effects of stress adaptation diseases. Attention will be directed toward individual differences of how and why stressors affect people different ways. Special forms or techniques to relieve stress such as meditation desensitization, and running will be discussed and analyzed to assist an individual in developing personal coping strategy.

<b>PSY 250</b>	<b>Aging and Death</b>	<b>3</b>	<b>0</b>	<b>3</b>	As medical advancements prolong life, the importance of understanding the physical and psychological characteristics of the elderly increases. This course examines the impact of aging on the individual as well as how a loved-one's death affects the survivors.
<b>PSY 1101</b>	<b>Human Relations</b>	<b>3</b>	<b>0</b>	<b>3</b>	A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.
<b>RDG 091</b>	<b>Developmental Reading I</b>	<b>1</b>	<b>2</b>	<b>2</b>	A basic developmental reading course which provides instruction and drill in the fundamental skills necessary for effective reading. Enhancing comprehension and increasing reading speed are the specific goals of this course. A reading laboratory is equipped with materials to aid students in achieving the course objectives.
<b>RDG 092</b>	<b>Developmental Reading II</b>	<b>1</b>	<b>2</b>	<b>2</b>	This course is a continuation of RDG 091. It is designed for the student who, after completion of RDG 091, needs further work in the developmental reading skills. Prerequisite: RDG 091.
<b>RDG 093</b>	<b>Speed Reading</b>	<b>1</b>	<b>2</b>	<b>2</b>	A computer program designed to sharpen the student's perception, increase eye span, and improve eye movements. The program will help the student incorporate the above skills into everyday reading. An added plus for the student is the strengthening of computer skills.
<b>RDG 094</b>	<b>Study Skills</b>	<b>1</b>	<b>2</b>	<b>2</b>	A direct and practical approach for the sophisticated or mature student who needs to become more organized and more aware of the value of logical and sequential study skills. This course is a ten module, 20 lesson series, presented step-by-step through the use of audio-tutorial material.
<b>RDG 101</b>	<b>College Reading</b>	<b>1</b>	<b>2</b>	<b>2</b>	This course is prerequisite by RDG 091 or by permission of the Instructor. RDG 101 continues to enhance the student's reading and comprehension skills in an effort to promote the carry-over of effective college reading to all other courses of study.
<b>SOC 201</b>	<b>Introduction to Sociology</b>	<b>5</b>	<b>0</b>	<b>5</b>	A study of the characteristics of human society; interrelationships of personality, society and culture; analysis of factors associated with development of man's group life and social environment; the influence of social structure upon individual behavior.
<b>SOC 202</b>	<b>Institutional Practicum I</b>	<b>1</b>	<b>15</b>	<b>6</b>	Supervised experience working in Service Agencies will provide the student with knowledge of the daily operations of Social Agencies. Each student will be assigned tasks that are representative of the nature of the agency and will include personal work with clients, working with records, and forms and the routine duties of the office. Appropriate assignments will be made. Prerequisite: consent of advisor.
<b>SOC 205</b>	<b>American Institutions</b>	<b>3</b>	<b>0</b>	<b>3</b>	A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course will dwell upon current local, national, and global problems viewed in the light of the political and economic heritage.

<b>SOC 211</b>	<b>Marriage and Family</b>	<b>3</b>	<b>0</b>	<b>3</b>
	This course is designed to aid the student in understanding marriage and family living. The student will study marriage and family relationships and the role families play in the development of children.			
<b>SOC 214</b>	<b>Social Problems</b>	<b>3</b>	<b>0</b>	<b>3</b>
	This course identifies the problems, issues, and concerns to which social services are addressed. Emphasis is on the historical perspective of social welfare developments in the United States and current issues in today's social service delivery system.			
<b>SOC 216</b>	<b>Introduction to Social Services</b>	<b>3</b>	<b>0</b>	<b>3</b>
	This course is designed to introduce the student to those institutions, public and private, which perform designated service delivery functions. Agencies may include those whose primary function is financial assistance, corrections, mental health, and protective services. Examination is made of intervention methods and appropriate documentation in solving social problems.			
<b>SOC 217</b>	<b>Juvenile Delinquency</b>	<b>3</b>	<b>0</b>	<b>3</b>
	This course examines the causes of juvenile delinquency and some theories and methods of prevention. Emphasis is placed on studying those agencies which perform services to juvenile delinquents and the treatment process used in the rehabilitation.			
<b>SPA 101</b>	<b>Beginning Spanish</b>	<b>5</b>	<b>0</b>	<b>5</b>
	An introduction to the language through drill in pronunciation, vocabulary, syntax and conversation.			
<b>SPA 102</b>	<b>Intermediate Spanish</b>	<b>5</b>	<b>0</b>	<b>5</b>
	Continued study of the language with emphasis on conversation, literature and customs of Spanish speaking countries. Prerequisites: SPA 101 or instructor's permission.			
<b>SPE 101</b>	<b>Speech Fundamentals</b>	<b>5</b>	<b>0</b>	<b>5</b>
	An introduction to the nature and fundamentals of speech; a study of its principles; practice in the development of good habits.			
<b>SPT 101-119</b>	<b>Selected Topics: (Name)</b>			<b>1-4</b>
	Subject matter may vary from term to term depending on student interest and need. A student may enroll more than once in a selected topics course provided that the content does not duplicate that of the previous course. Limit of four hours credit.			
<b>WLD 120</b>	<b>Welding, Oxyacetylene</b>	<b>1</b>	<b>3</b>	<b>2</b>
	Introduces the principles of oxyacetylene welding, cutting and equipment used in each process. Welding procedures used in forming beads, joint fusion and positions of welding base, flat, vertical, horizontal and overhead positions. Safety procedures are stressed in the use of all tools and equipment. Mechanical tests will be made of all samples to insure quality.			
<b>WLD 121</b>	<b>Arc Welding</b>	<b>1</b>	<b>6</b>	<b>3</b>
	Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.			
<b>WLD 221</b>	<b>Commercial and Industrial Practice</b>	<b>2</b>	<b>3</b>	<b>3</b>
	A course designed to build skills through practices in simulated and actual industrial processes and techniques. Includes sketching and layout on paper the size and shape description, listing the procedure steps necessary to build the product, estimating time and material, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding, and nondestructive tests and inspection.			

<b>WLD 1101</b>	<b>Basic Gas Welding</b>	<b>0</b>	<b>3</b>	<b>1</b>	Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work.
<b>WLD 1102</b>	<b>Basic Arc Welding</b>	<b>0</b>	<b>3</b>	<b>1</b>	Welding demonstrations by the instructor and practice by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.
<b>WLD 1103</b>	<b>Refrigeration Welding</b>	<b>1</b>	<b>3</b>	<b>2</b>	Special welding and brazing processes applicable to refrigeration repair work. Practice will be given in silver soldering, aluminum brazing, and other specialized soldering-brazing techniques. Emphasis is to be placed on joining dissimilar metal tubing, to include copper to steel, brass to aluminum and copper to aluminum. Inert gas welding of aluminum will also be incorporated during the course of study.
<b>WLD 1220</b>	<b>Oxyacetylene Welding and Cutting</b>	<b>3</b>	<b>9</b>	<b>6</b>	Introduces the principles of oxyacetylene welding, cutting and the equipment used in each process. Welding procedures used in forming beads, joint fusion and positions of welding base, flat, vertical, horizontal and overhead positions. Safety procedures are stressed in the use of all tools and equipment. Mechanical tests will be made of all samples to insure quality.
<b>WLD 1221</b>	<b>Oxyacetylene Welding and Pipe</b>	<b>2</b>	<b>6</b>	<b>4</b>	Provides instruction and intensive practices in position flame welding of butt joints using heavy gauge metals. Pipe joints will be welded by rolling in the flat position turned in the vertical and the fixed position. Testing will insure proper strength and bead fusion.
<b>WLD 1223</b>	<b>Shielded Metal Arc Welding I</b>	<b>2</b>	<b>6</b>	<b>4</b>	Introduces operation of AC rectifier-transformer and DC electric arc welding machines. Studies and practices of welding currents, polarities, electrode identification and characteristics of mild steels. Joint designs and the welding blueprint symbols used to designate the welding procedure will be learned. Mechanical testing will help student produce good weldments. Safety methods to protect welder will be emphasized.
<b>WLD 1224</b>	<b>Shielded Metal Arc Welding II</b>	<b>3</b>	<b>9</b>	<b>6</b>	Provides study and extensive practices using various types of arc welding machines. Weldments with different types of electrodes and joint design. Low hydrogen and special alloy electrodes will be used and welds tested to aid welder to choose proper electrode for a particular joint or metal. Blueprint for welding will be given.
<b>WLD 1226</b>	<b>Shielded Metal Arc and Pipe I</b>	<b>2</b>	<b>6</b>	<b>4</b>	Extensive practice in welding butt joints in the horizontal, vertical and overhead positions. Special attention will be given to weld penetration, fusion and finish contour. Student will perform guided bend and tensile strength tests to insure quality welds. Butt pipe welds with roll procedure and fixed horizontal position in fixed position will be made.
<b>WLD 1227</b>	<b>Shielded Metal Arc and Pipe II</b>	<b>3</b>	<b>9</b>	<b>6</b>	Introduction to electric arc welding medium carbon steel. Special electrodes and welding procedures that make difficult welding practical will be practiced. Student will weld low, medium carbon steels, cast and wrought steels. Extensive practice in welding pipe to specifications and in fixed position. Student will prepare joint, set up pipe, select welding ring and weld to specifications. Sampling and testing will be practiced to insure proper weld properties.
<b>WLD 1228</b>	<b>Testing and Inspection</b>	<b>1</b>	<b>3</b>	<b>2</b>	The standard methods for mechanical testing of welds. The student is introduced to



the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, free-bend, guided-bend, notched-bend, tee-bend, dye penetrant and tensile testing.

**WLD 1230 Advanced Welding Processes I**

**2 6 4**

Introduction to special processes using inert shielding gases. Tungsten inert gas (TIG) and metal arc gas (MIG). Special machines and procedures related to inert gas shielding will include current factors, gas to metal requirements, gas combinations and mixture percentages. Student will study properties and characteristics of metals, tempering and heat as they affect weldments also, jigs and fixtures used in welding.

**WLD 1231 Advanced Welding Processes II**

**3 9 6**

Study and extensive practice in welding cast iron, aluminum, stainless steels, high carbon steels and copper. Preheating, backing, shielding and fixtures needed to hold weldment will be introduced. Repair welding using one or more processes will be emphasized. Special attention will be given to certification practices and other requirements called for in the welding industry.

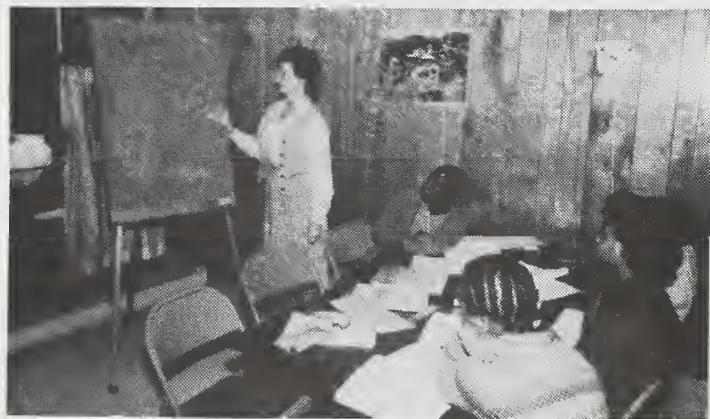




*Industry/Protective Services*



*Cosmetology*



*Adult Basic Education*



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## **COMMUNITY SERVICES DIVISION**

Community Services Division is committed to the basic philosophy that learning is a lifetime process. The years spent in formal education became a foundation for us, but do not complete our learning experiences. With the world of knowledge constantly growing and yesterday's education so quickly obsolete, continuing education is a must for all of those who hope to stay in the mainstream of today's society.

### **THE CONTINUING EDUCATION DEPARTMENT**

#### **Mission:**

The Department of Continuing Education provides a delivery system for quality instruction in non-degree and non-diploma oriented educational activities for area adults. The Department promotes the concept of lifelong learning as one of the increasingly important components of contemporary adult life. It offers a broad range of courses which are designed to meet vocational, avocational, cultural, and intellectual needs. It upgrades the occupational knowledge and skills of individuals at all levels of labor and management, as well as the professions.

#### **Admission and Registration:**

Any person eighteen years of age, or anyone not yet eighteen who has completed high school, may be admitted to a continuing education class. In extenuating circumstances and upon the approval of the appropriate public school superintendent, a person under eighteen years of age may be admitted to a continuing education class. Prior to the beginning of each quarter a course schedule is published and made available to the community. Courses which begin between quarters are announced through local news media. Adults are encouraged to pre-register at Community Services Division offices in Wadesboro or during the first class meeting.

#### **Fees:**

Fees may vary with the type of educational program provided. Occupational and academic courses have student fees of \$10.00 per course per quarter, classes classified as practical skills have student fees of \$15.00 per course per quarter, and classes that are classified as avocational, have student fees of \$19.00 per course per quarter. All students 65 years of age or over DO NOT pay a registration fee. When such fees are necessary, they are payable to the college Business Office upon registration. Books and supplies are the responsibility of the student.

#### **Attendance:**

Regular attendance and participation are essential to effective teaching and learning. Adult students are expected to be regular and punctual in attendance.

#### **Class Locations and Meeting Times:**

Classes are located on all campuses as well as in local communities, public schools, community centers, industries, churches, or any facility suitable for classroom use. Classes vary in length and are conducted both day and evening hours.

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### **Availability of Courses:**

If interest is expressed in any subject area not offered, Anson Technical College will make every effort to make such a course available. To inquire about courses, call Community Services Division Offices between 8:00 a.m. and 5:00 p.m. any week day.

### **Continuing Education Units (CEU's):**

In cooperation with the Southern Association of Colleges and Schools and the North Carolina Community Colleges, Anson Technical College offers to qualified students an opportunity to accumulate CEU's as a form of recognition for the successful completion of selected and specific courses of study.

Continuing Education students may accumulate CEU's throughout their entire continuing education experience at Anson Technical College. These accumulated units are recorded on the permanent record of each student. Transcripts are available on request.

### **Certificates:**

Continuing Education Programs at Anson Technical College are not a part of the regular academic curriculum. Therefore, certificates are awarded to those students in certain programs of study who have met the attendance requirements of the course and have demonstrated satisfactory progress in the best judgement of the instructor.

Certificates are issued in the name of Anson Technical College.

### **Programs Available:**

Continuing Education programs are offered in five major areas:

**Occupational Training:** Courses are designed to serve adults who are employed and in need of upgrading their skills or technical knowledge for advancement. Also available are courses which offer related training in vocational or professional areas or courses designed to establish a new vocation. Any adult who needs training, retraining, upgrading, or special interest courses may enroll.

**Protective Services:** Courses are designed to serve adults who provide a protective service for their community: i.e. Emergency Medical personnel, Law Enforcement personnel, and Firemen. The courses offered provide these adults with the opportunity to gain technical knowledge and skills needed in the effective performance of their duties.

**Academic, Practical Skills, and Avocational Education:** Courses and programs are offered to assist individuals in gaining satisfaction through self-advancement. These include opportunities to grow intellectually, to develop creative skills or talents, to learn hobby or leisure time activities, and to gain civic and cultural awareness.

**New and Expanding Industry Training:** One of the basic objectives of Anson Technical College is to stimulate the creation of more challenging and rewarding jobs for the people of the area by providing customized training service to new and expanding industries. Subject to only minimal limitations, the College, in cooperation with the Industrial Services Division of the North Carolina Department of Community Colleges, will design and administer a special program for training the production manpower required by any new or expanding industry creating new job opportunities. The purpose of this service is to help a new or expanding in-



dustry meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs.

**GED Prep Program:** The General Education Development (GED) Program consists of classroom instruction, or learning laboratory experiences, or a combination of both designed to qualify a student to successfully demonstrate competency in the General Education Development Tests (GED) and to receive a High School Equivalency Certificate from the State Board of Community Colleges. The GED tests are administered on both campuses. The cost of taking the GED test is \$5.00.



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## THE ADULT BASIC EDUCATION DEPARTMENT

### **Mission:**

The Department of Adult Basic Education is set apart for the purpose of meeting the essential educational needs of adults eighteen years of age or older. It is designed to raise the student's level of education so that opportunity for a more productive life may increase.

### **Program and Certificates:**

Quality education is available to sharpen the communication skills in reading, writing, problem solving and computation. Certificates are awarded to qualified students.

### **Fee:**

Instruction is provided free of charge to all eligible participants.

### **Admission:**

Students who have not graduated from high school may begin at their present level and move at their own pace through the program. They may enter the program at their convenience.

### **Class Locations and Meeting Times:**

Classes are located in most communities and scheduled both day and evening hours.

### **Philosophy:**

Lives can be changed and new dimensions gained through Adult Basic Education. ABE can make a difference.

Let us welcome you to our world of learning.

## THE HUMAN RESOURCES DEVELOPMENT DEPARTMENT

### **Mission:**

Human Resources Development (HRD) provides classes to review pre-employment and job search skills as well as application and interview techniques. It is designed to prepare students to enter or re-enter the employment world.

Counseling, either personal or job related, is provided from the beginning of class according to individual needs. Student referrals to other special programs or supportive services may be necessary. A one year follow-up is done on each participant to monitor individual job performance and academic success, or to assist with problems should they occur.

### **Admission:**

There are no special requirements for admission, except to be unemployed. A high school diploma is not required.

### **Class Locations and Meeting Times:**

Classes are located on the campuses and are held during the day. The class consists of three weeks of classroom instruction and one week of active job search. Classes are held Monday through Friday from 8:30 a.m. until 3:00 p.m.

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**Attendance:**

Regular attendance and participation are essential to developing useful job skills.

**Certificates:**

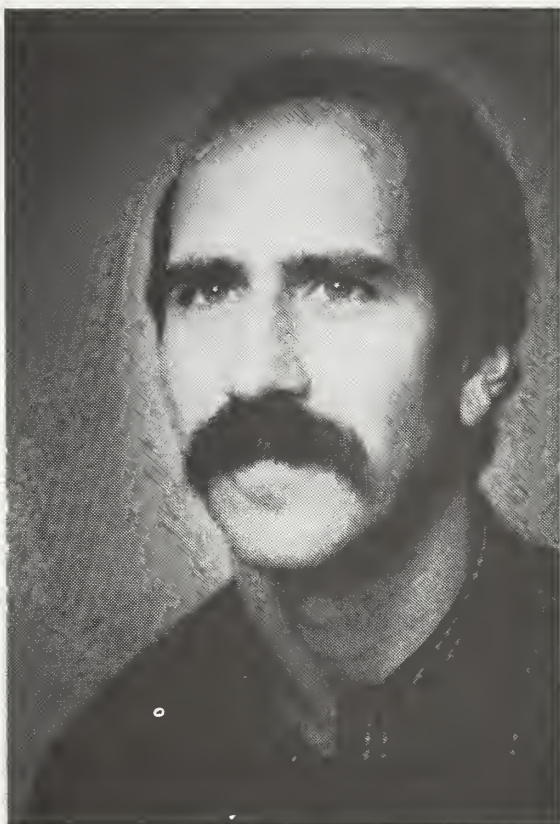
An HRD certificate is awarded to those students who have met the attendance requirements.

## THE VISITING ARTIST PROGRAM

Anson Technical College, in cooperation with the North Carolina Arts Council and the North Carolina Department of Community Colleges, sponsors the Visiting Artist Program. Each year the college employs an approved artist to live and work in Anson County.

The purpose of the program is to deepen the appreciation and cultivation of the arts within the college and its community. The artist is available to the institution's service area without fee for lecture-demonstrations, performances, exhibitions, workshops, consultancies, and special projects. In addition, the artist arranges a variety of cultural activities each year for the community.

The public is invited to visit the artist in his studio at Community Services Division in Wadesboro.





*General William A. Smith*

General Smith, a native of Ansonville and a Civil War Veteran, was dedicated to the welfare of the youth of his community. Evidence of this concern is reflected in the trust fund established by him for support of vocational training of future generations in the Ansonville area.



*Leonidas Lafayette Polk*

L. L. Polk, native Ansonian and founder of Polkton, is synonymous with education in North Carolina. Because of his daring aspirations, he was instrumental in the founding of North Carolina State University, Meredith College, and his agricultural interests led to the publication of *The Progressive Farmer* magazine.

This forceful crusader of monumental magnitude, according to speculation, would have won the nomination for President of the United States in 1872.

The Anson Technical College L. L. Polk Campus in Polkton memorializes this brilliant and distinguished patriarch.

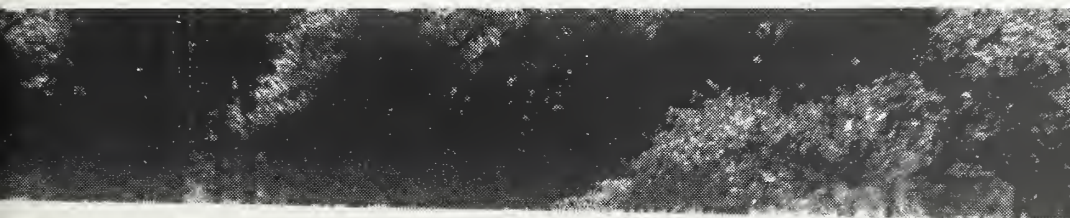


# INDEX

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Academic Calendar .....	2
Academic Policies .....	30
Accident Insurance .....	22
Accounting .....	54
Activity Fee .....	23
Administration .....	10
Admissions Policies .....	18
Admission Procedures .....	18
Advisors .....	30
Air Conditioning, Heating & Refrigeration .....	88
Air Conditioning, Heating & Refrigeration Technology .....	56
Alumni Association .....	39
Attendance Policy .....	30
Audiavidual Services .....	50
Automotive Body Repair .....	90
Automotive Mechanics .....	92
Board of Trustees .....	9
Business Administration .....	58
Business Computer Programming .....	60
Carpentry and Cabinetmaking .....	94
Class Rings .....	38
College Center .....	39
Commercial Art & Advertising Design .....	62
Community Services .....	156
The Adult Basic Education Department .....	160
The Continuing Education Department .....	157
The Human Resources Development Department .....	160
The Visiting Artist Program .....	161
Cosmetology .....	96
Counseling .....	37
Course Auditing .....	32
Course Descriptions .....	116
Course Load .....	30
Course Substitution .....	35
Credit By Examination .....	33
Dean's List .....	33
Drop/Add and Withdrawal procedure .....	31
Electrical Installation & Maintenance .....	98
Faculty & Staff .....	10
Financial Aid .....	26
Foodservice Specialist .....	100
G.E.D. Testing (High School Equivalency) .....	52
General Education Degree .....	64
General Information .....	16
General Office .....	66
Grading System .....	30
Graduation Requirements .....	34
Health Services and First Aid .....	39
History .....	16
Industrial Maintenance Technology .....	68
Job Placement .....	37
Late Registration Fee .....	22

Learning Resources Center .....	50
Learning Skills Center .....	50
Library Services .....	50
Mochinist .....	102
Marketing & Retailing .....	70
Masonry .....	104
Mechanical Drafting & Design Technology .....	72
Nursing Admissions Policy .....	20
Nursing Assistant .....	106
Nursing Health Progress Policy .....	20
Objectives .....	16
Open Door Policy .....	18
Orientation .....	37
Photography Technology .....	74
Practical Nursing .....	108
Probation Policy .....	31
Purpose .....	17
Quarter System .....	30
Re-admission .....	31
Refunds .....	23
Registration .....	30
Repeating A Course .....	34
Residence Classification .....	22
Scholarships .....	27
Secretarial — Executive .....	76
Secretarial — Legal .....	78
Secretarial — Medical .....	80
Senior Citizens .....	24
Smoking .....	38
Social and Cultural Activities .....	37
Social Service Associate .....	82
Student Association .....	38
Student Association Constitution .....	44
Student Conduct .....	39
Student Due Process .....	40
Student Housing .....	39
Student Records .....	35
Supervised Directed Study .....	34
Teacher Associate .....	84
Transfer Credit .....	18, 35
Transcripts .....	36
Tuition .....	22
Unclassified Student Status .....	18
Welding .....	110



**ANSON TECHNICAL COLLEGE  
LEONIDAS L. POLK CAMPUS**





ANSON TECHNICAL COLLEGE  
P.O. Box 68  
Ansonville, NC 28007

